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LASER CLASS® 700 Series

Reference Guide

ENG

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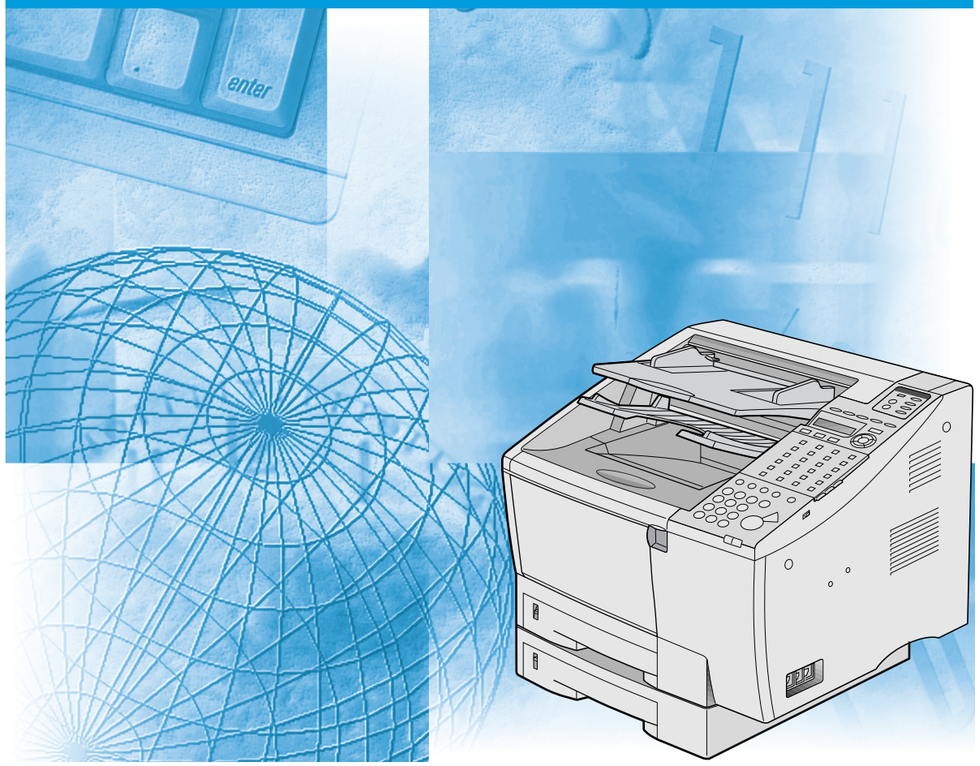
LASER CLASS® 700 Series

Reference Guide



Read this guide first.
Please read this guide before operating this equipment.
After you finish reading this guide, store it in a safe place for future reference.

ENG

LASER CLASS 700 Series Reference Guide

CF-PL Reference Guide_USEN HT1-2187-000-V.1.0

Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information.
The manuals supplied with optional equipment are included in the list below. Depending on the system configuration and product purchased, some manuals may not be needed.

Guides with this symbol are printed manuals.

Guides with this symbol are PDF manuals included on the accompanying CD-ROM.

• **Basic Operations** • **Troubleshooting**	**Reference Guide** **(This Document)**
• **Sending Instructions**	**Sending Guide**
• **Fax Instructions**	**Facsimile Guide**
• **Setting Up the Network Connection and Installing the CD-ROM Software**	**Setup Guide for Network Printing**
• **Remote User Interface Instructions**	**Remote UI Guide**
• **Network Connectivity and Setup Instructions**	**Network Guide**
• **PCL Printer Instructions**	**PCL Printer Guide**
• **PCL Printer Driver Installation and Instructions**	**PCL Driver Guide**
• **Fax Driver and Cover Sheet Editor Installation and Instructions**	**Fax Driver Guide** with Cover Sheet Editor

The machine illustration on the cover may differ slightly from your machine.

How This Manual Is Organized

Chapter 1 Before You Start Using This Machine

Chapter 2 Getting/Canceling Started

Chapter 3 Checking/Canceling a Job

Chapter 4 Restricting the Use of the Machine

Chapter 5 Summary of Important Settings

Chapter 6 Maintenance

Chapter 7 Troubleshooting

Chapter 8 Appendix

Includes the specifications of this machine and the index.

Considerable effort has been made to ensure that this manual is free of inaccuracies and omissions. However, as we are constantly improving our products, if you need an exact specification, please contact Canon.

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Preface

Thank you for purchasing the Canon LASER CLASS 700 Series. Please read this manual thoroughly before operating the machine in order to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How to Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

WARNING	Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.
CAUTION	Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.
IMPORTANT	Indicates operational requirements and restrictions. Be sure to read these items carefully in order to operate the machine correctly, and to avoid damage to the machine.
NOTE	Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Keys Used in This Manual

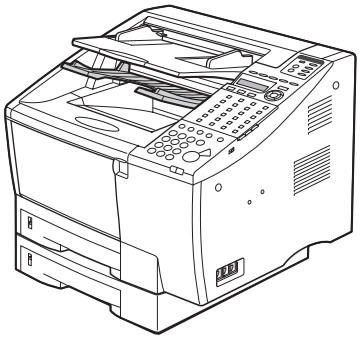
The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual. The operation panel keys on the machine are indicated within brackets.

Press [Start].

Press [Data Registration].

Illustrations Used in This Manual

Unless otherwise mentioned, illustrations used in this manual are those taken when no optional equipment is attached to the LASER CLASS 710.



The model LASER CLASS 710 is used for illustration purposes in this manual. When there is any difference between the three models, it is clearly indicated in the text, e.g., "LASER CLASS 720i only."

Legal Notices

FCC (Federal Communications Commission)

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the Operator's Manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Do not make any changes or modifications to the equipment unless otherwise specified in the manual. If such changes or modifications should be made, you could be required to stop operation of the equipment.

Laser Safety

This product complies with 21 CFR Chapter 1 Subchapter J as a Class I laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. Class I levels of laser radiation are not considered to be hazardous.

Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Do not remove protective housings or external covers, except as directed by the equipment's *Reference Guide*.

International Energy Star Program

As an ENERGY STAR® Partner, Canon USA, Inc. has determined that this copier model meets the ENERGY STAR® Program for energy efficiency.

The International ENERGY STAR® Office Equipment Program is an international program that promotes energy saving through the use of computers and other office equipment. The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily. The targeted products are office equipment, such as computers, displays, printers, facsimiles, and copiers. The standards and logos are uniform among participating nations.

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- **Paper Money**
- **Money Orders**
- **Certificates of Deposit**
- **Postage Stamps (canceled or uncanceled)**
- **Identifying Badges or Insignias**
- **Selective Service or Draft Papers**
- **Checks or Drafts Issued by Governmental Agencies**
- **Motor Vehicle Licenses and Certificates of Title**
- **Travelers Checks**
- **Food Stamps**
- **Passports**
- **Immigration Papers**
- **Internal Revenue Stamps (canceled or uncanceled)**
- **Bonds or Other Certificates of Indebtedness**
- **Stock Certificates**
- **Copyrighted Works/Works of Art without Permission of Copyright Owner**

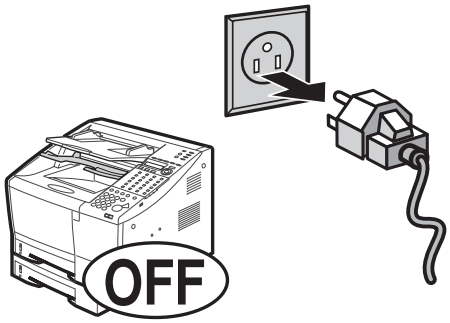
Important Safety Instructions

Please read these "Important Safety Instructions" thoroughly before operating the machine. As these instructions are intended to prevent injury to the user or other persons or destruction of property, always pay attention to these instructions. Also, since it may result in unexpected accidents or injuries, do not perform any operation unless otherwise specified in the manual. Improper operation or use of this machine could result in personal injury and/or damage requiring extensive repair that may not be covered under your Limited Warranty.

Installation

WARNING

- **Do not install the machine near alcohol, paint thinner, or other flammable substances. If flammable substances come into contact with electrical parts inside the machine, it may result in a fire or electrical shock.**
- **Do not place the following items on the machine. If these items come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer.**
  - **Necklaces and other metal objects**
  - **Cups, vases, flowerpots, and other containers filled with water or liquids**



CAUTION

- **Do not install the machine in unstable locations, such as unsteady platforms or inclined floors, or in locations subject to excessive vibrations, as this may cause the machine to fall or tip over, resulting in personal injury.**
- **Never block the ventilation slots and louvers on the machine. These openings are provided for proper ventilation of working parts inside the machine. Blocking these openings can cause the machine to overheat. Never place the machine on a soft surface, such as a sofa or rug.**

- **Do not install the machine in the following locations:**
  - **A damp or dusty location**
  - **A location near water faucets or water**
  - **A location exposed to direct sunlight**
  - **A location subject to high temperatures**
  - **A location near open flames**

Power Supply

⚠ WARNING

- **Do not damage or modify the power cord. Also, do not place heavy objects on the power cord, or pull on or excessively bend it, as this could cause electrical damage and result in a fire or electrical shock.**
- **Keep the power cord away from a heat source; failure to do this may cause the power cord coating to melt, resulting in a fire or electrical shock.**
- **Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.**
- **Do not connect the power cord to a multiplug power strip, as this may cause a fire or electrical shock.**
- **Do not bundle up or tie the power cord in a knot, as this may result in a fire or electrical shock.**
- **Insert the power plug completely into the power outlet, as failure to do so may result in a fire or electrical shock.**
- **Do not use power cords other than the power cord provided, as this may result in a fire or electrical shock.**
- **As a general rule, do not use extension cords. Using an extension cord may result in a fire or electrical shock. If an extension cord must be used, however, use one rated for voltages of 120 V AC and over, untie the cord binding, and insert the power plug completely into the extension cord outlet to ensure a firm connection between the power cord and the extension cord.**

⚠ CAUTION

- **Do not use power supplies with voltages other than those specified herein, as this may result in a fire or electrical shock.**
- **Always grasp the power plug when disconnecting the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause current to leak, resulting in a fire or electrical shock.**
- **Leave sufficient space around the power plug so that it can be unplugged easily. If objects are placed around the power plug, you will be unable to unplug it in an emergency.**

Handling

⚠ WARNING

- **Do not attempt to disassemble or modify the machine. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.**
- **If the machine makes strange noises, or gives off smoke, heat, or strange smells, immediately disconnect the power cord from the power outlet. Then, contact your service representative. Continued use of the machine in this condition may result in a fire or electrical shock.**
- **Do not use highly flammable sprays near the machine. If gas from these sprays comes into contact with the electrical components inside the machine, it may result in a fire or electrical shock.**
- **To avoid damage to the power cord and creating a fire hazard, always disconnect the power cord and the interface cable when moving the machine. Otherwise, the power cord or interface cable may be damaged, resulting in a fire or electrical shock.**
- **Do not drop paper clips, staples, or other metal objects inside the machine. Also, do not spill water, liquids, or flammable substances (alcohol, benzene, paint thinner, etc.) inside the machine. If these items come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer.**

⚠ CAUTION

- **Do not place heavy objects on the machine, as they may tip over or fall resulting in personal injury.**
- **Disconnect the power cord for safety when the machine will not be used for an extended period of time, such as during consecutive holidays.**
- **The laser beam can be harmful to human bodies. Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Read the following remarks and instructions for safety.**

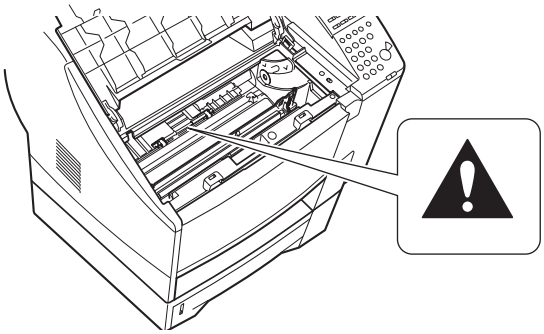
Maintenance and Inspections

⚠ WARNING

- **When cleaning the machine, disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.**
- **Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This may cause a short circuit and result in a fire.**
- **Clean the machine using a slightly dampened cloth with a mild detergent mixed with water. Do not use alcohol, benzene, paint thinner, or other flammable substances. Check detergent for flammability prior to use. If flammable substances come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock.**
- **There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.**
- **Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridge to ignite, resulting in burns or a fire.**

⚠ CAUTION

- **The toner fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the toner fixing unit and its surroundings, as doing so may result in burns or electrical shock.**



- **When removing jammed paper or replacing the toner cartridge, take care not to allow the toner to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**

- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**
- **When loading paper or removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.**
- **When removing a used toner cartridge from the machine, remove the cartridge carefully to prevent the toner from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

Consumables

⚠ WARNING

- **Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.**
- **Do not store toner cartridges or copy paper in places exposed to open flames, as this may cause the toner or paper to ignite, resulting in burns or a fire.**
- **When discarding used toner cartridges, put the cartridges in a bag to prevent the toner remaining inside the cartridges from scattering, and dispose of them in a location away from open flames.**

⚠ CAUTION

Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.

Other Warnings

⚠ WARNING

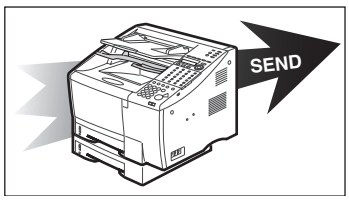
For cardiac pacemaker users:
This product generates a low level magnetic field. If you use a cardiac pacemaker and feel abnormalities, please move away from the product and consult your doctor.

Main Features

Standard

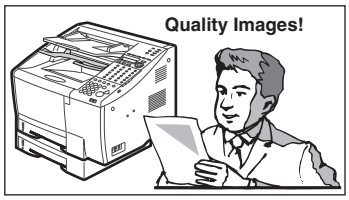
■ Improved Speed

Your machine is equipped with the ITU-T (International Telecommunication Union-Telecommunication Standardization Sector) standard V.34 mode which enables transmission speeds up to 33.6 Kbps, more than double the rate of older G3 fax models.



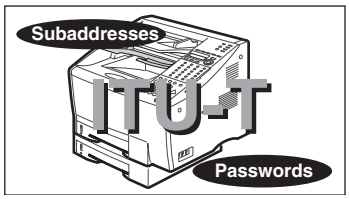
■ UHQ (Ultra High Quality) Image

Canon's ultra high quality image processing produces excellent reproductions of the documents you send and copy.



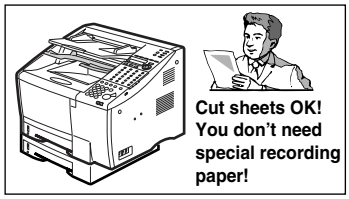
■ Full Support of ITU-T Subaddresses and Passwords

You can employ ITU-T subaddresses and passwords to communicate not only with other Canon fax machines, but fax machines of other manufacturers as well.



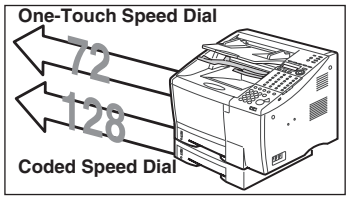
■ Laser Beam Printer

Quiet, clean laser technology guarantees quality reproduction.



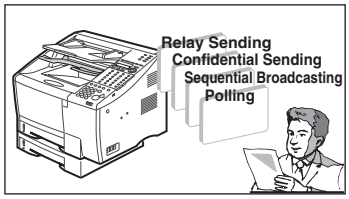
■ Automatic Dialing

Includes one-touch and coded speed dialing, directory dialing, group dialing, and access code dialing methods which enables you to send the same document to several destinations by simply pressing a single key or just a few keys.



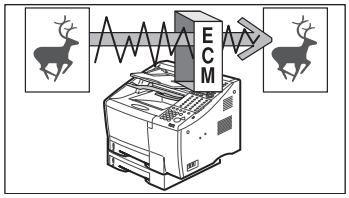
■ Variety of Send and Receive Features

Includes sequential broadcasting, polling, relay sending and receiving, and confidential mailbox sending and receiving.



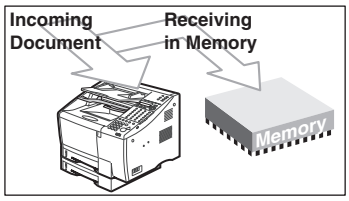
■ ECM Send and Receive

ECM (Error Correction Mode) reduces errors during sending and receiving on noisy or poor quality telephone lines.



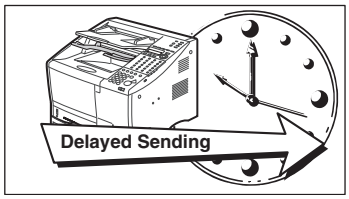
■ Receiving in Memory If You Run Out of Paper or Toner

If you run out of paper or toner while you are receiving a document, the machine continues to receive by storing the remainder of the document into the machine's memory, so you can print it out after you refill the paper cassette or replace the toner cartridge. A memory backup function also safeguards the contents of the memory for approximately 12 hours after a power failure.



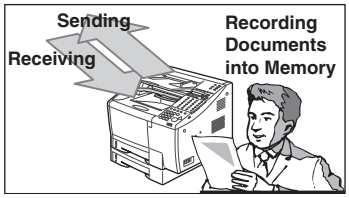
■ Delayed Sending

Scan a document into memory, and set the machine to send the document at a later time. This enables you to take advantage of holiday or late night telephone rates.



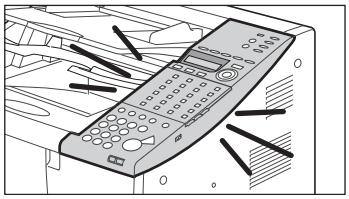
■ Dual Access

Even while you are sending or receiving a document, you can continue to use the machine to register information or record documents into memory.



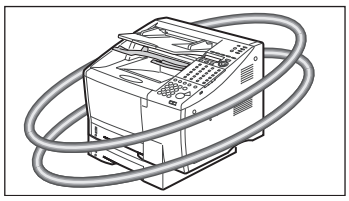
■ Easy to Use

A larger LCD display and operation panel with larger keys makes the machine easier to use.



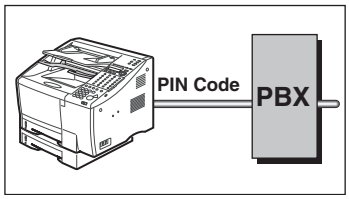
■ Economical and Quiet

Canon's RAPID Fusing System™ realizes quiet operation while you save money. If the machine remains idle for a specified length of time, the machine automatically shuts itself down, and enters the low energy sleep mode. It remains in this low energy mode until the machine receives a document transmission or until you press [Energy Saver].



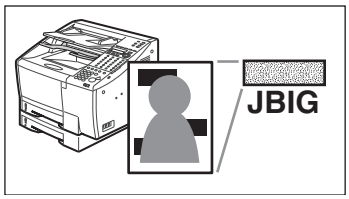
■ Better Security with PIN Codes

For PBXs (Private Branch Exchanges) that require PIN (Personal Identification Number) codes to acquire an outside line, you can activate the PIN code feature with a user software switch included with the user data settings. For better security, PIN codes are not displayed on the LCD display during dialing (only a <C> appears), and they do not appear on printed activity reports.



■ JBIG, Improved Image Data Compression

JBIG (Joint Bi-Level Image Experts Group) is a new ITU-T standard image data compression method. JBIG's compression method allows data to be compressed more efficiently* than MMR (Modified Modified Read), a conventional compression method. JBIG is especially effective when transmitting halftone image documents. The smaller data size requires less transmission time, and JBIG saves you time and money.



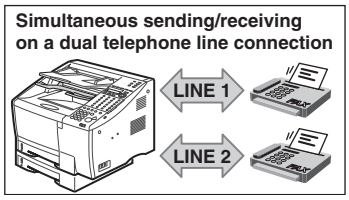
* The actual compression ratio may vary with different images.

Optional

For details about purchasing optional equipment, contact your local authorized Canon dealer.

■ Dual-Line Upgrade Kit III

After installation of the optional Dual-Line Upgrade Kit III, you can connect two telephone lines to your machine. Either line can be used independently or simultaneously for separate transactions. For details, contact your local authorized Canon dealer.



■ Fax Memory

A 32 MB memory module is available to expand the fax memory capacity of the LASER CLASS 700 Series. (See “Optional Equipment Available,” on p. 1-25.)

■ Printer kit III

After installation of the optional Printer Kit III, the LASER CLASS 710 can be used as a network printer. (Printer function is a standard feature for the LASER CLASS 720i/730i.)

■ Network kit III

After installation of the Network Kit III, the LASER CLASS 710 can send I-Fax. (I-Fax function is a standard feature for the LASER CLASS 720i/730i.)

Customer Support

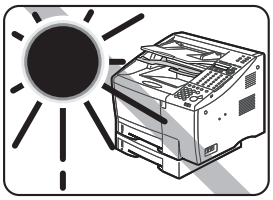
Your Canon LASER CLASS 700 Series is designed with the latest technology to help provide trouble-free operation. The warranty card provided with this facsimile machine describes Canon's Limited Warranty for its products. Be sure to read this warranty information.

If you encounter a problem, try to solve it by referring to and following the information in Chapter 6, "Maintenance," and Chapter 7, "Troubleshooting." If you cannot solve the problem, or if you think your Canon LASER CLASS 700 Series machine needs servicing, contact your local authorized Canon dealer.

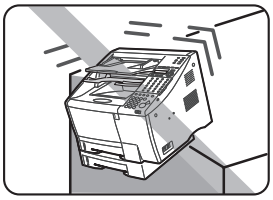
Where to Setup the Machine

Even if your machine has been setup for you, take a few minutes to glance through this section to become familiar with where the machine should be placed. You may also want to check the machine's installation, to confirm that it has been done correctly.

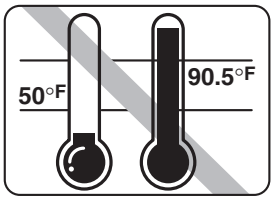
■ **Avoid direct sunlight. If you have to place the machine near a window, install heavy curtains or blinds to protect the machine from direct sunlight. Be sure not to block the machine's ventilation slots and louvers.**



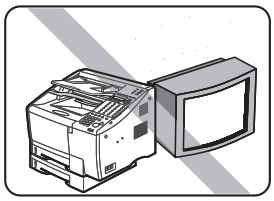
■ **Choose a flat, stable surface free of vibration.**



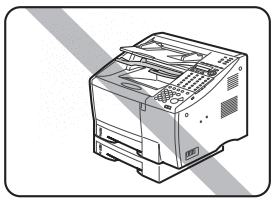
■ **Avoid a location subject to extreme temperature or humidity fluctuation. Use in a location within a temperature range of 50°F to 90.5°F (10°C to 32.5°C), and a humidity range of 20% to 80% RH (relative humidity).**



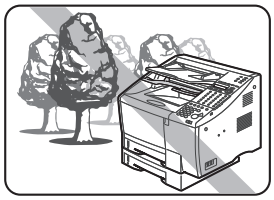
■ **Do not setup the machine near a television, radio, or heavy equipment like copy machines, air conditioners, computers, or large printers that can generate strong electromagnetic fields. Large equipment can generate electronic noise that can interfere with the operation of the machine.**



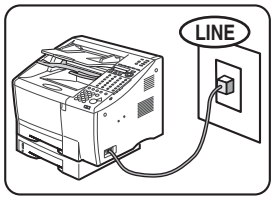
■ **Choose a location that is clean and free from dust and moisture.**



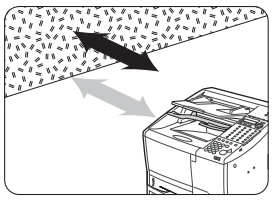
■ **Do not use or store the machine outdoors.**



■ **Place the machine near a telephone line. You must have an RJ11-C wall jack installed. If you need assistance, contact your local authorized Canon dealer, or your local telephone company.**

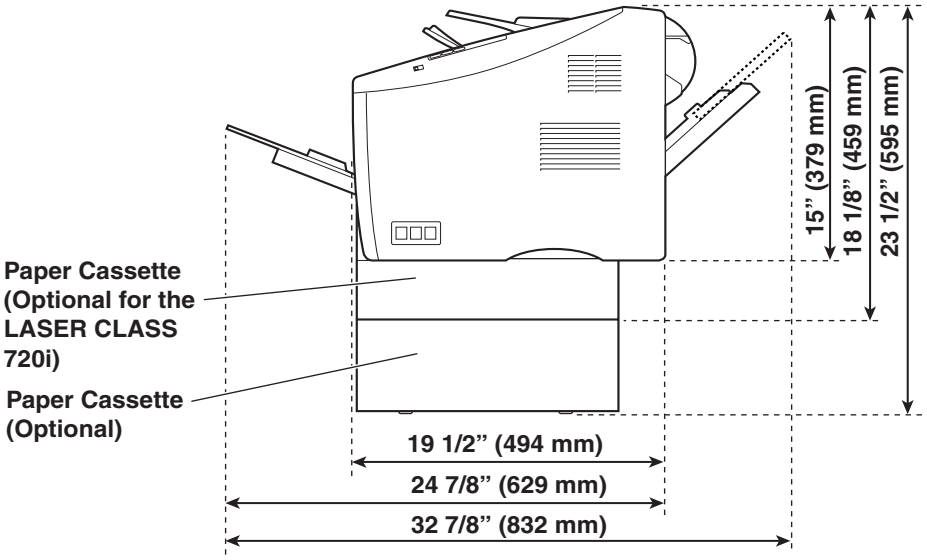


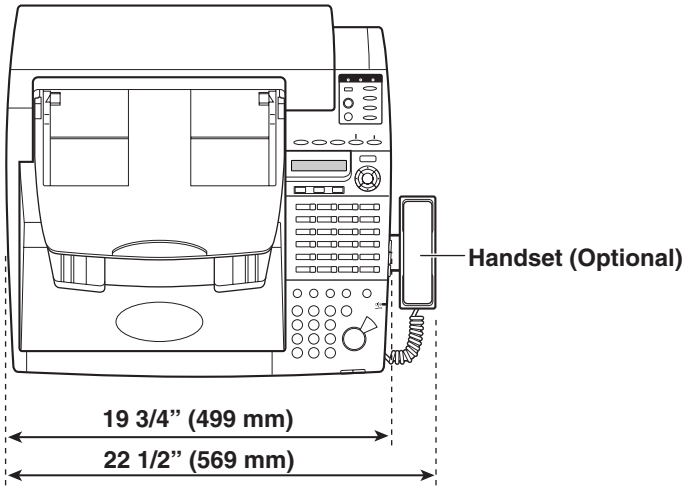
■ **To avoid damage to the machine from overheating, do not block the exhaust vent. Install the machine approximately 4" (10 cm) away from walls or other equipment.**



Space Around the Machine

To ensure proper ventilation and easy operation, set up the machine in an area that meets the minimum requirements for clearance, as illustrated below.


Paper Cassette (Optional for the LASER CLASS 720i)
Paper Cassette (Optional)
15" (379 mm)
18 1/8" (459 mm)
23 1/2" (595 mm)
19 1/2" (494 mm)
24 7/8" (629 mm)
32 7/8" (832 mm)

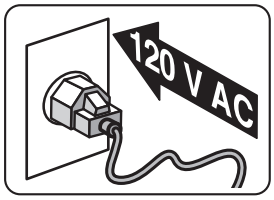


CAUTION

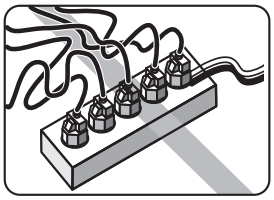
To avoid damage to the machine from overheating, do not block the exhaust vent. Install the machine approximately 4" (10 cm) away from walls or other equipment.

Power Requirements

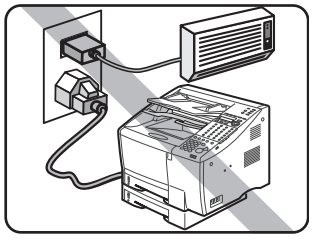
■ **Place the machine near a standard 120 V AC power outlet. This machine is intended for domestic use. Do not attempt to use it outside the country where you purchased it.**



■ **Do not plug the power cord into an extension cord connector or power strip shared with other plugs.**

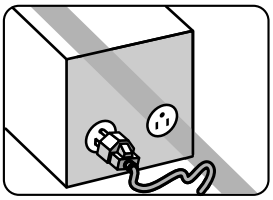


■ **Do not plug the machine into a power outlet shared with an air conditioner, personal computer, electric typewriter, copier, or other equipment that generates electrical noise.**



■ **Check the plug frequently, and make sure that it is firmly plugged into the socket.**

■ **Do not plug the power cord into an UPS (Uninterruptable Power Supply).**

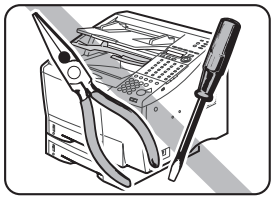


General Precautions

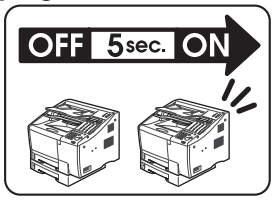
Observe the following precautions always when you use this machine.

⚠ WARNING

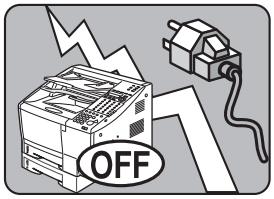
TO AVOID SERIOUS INJURY, NEVER DISASSEMBLE THE MACHINE. EXPOSED POWER POINTS INSIDE THE MACHINE CAN CAUSE ELECTRICAL SHOCK IF YOU TOUCH THEM.



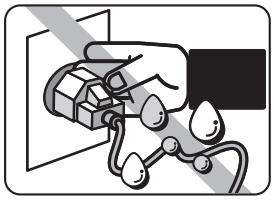
- **After you unplug the machine, always wait at least five seconds before you plug it in again. Always unplug the machine before you move it.**



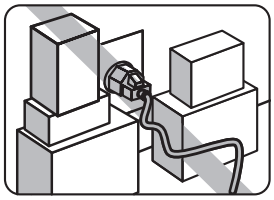
- **During electrical storms, disconnect the plug from the power outlet. The machine can hold documents in memory for up to 12 hours using its backup battery. However, this length of time will become shorter through repeated charging and discharging of the backup battery, or if you install the optional memory.**



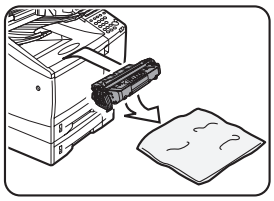
- **Before you connect or disconnect the plug from the power outlet, make sure your hands are dry.**



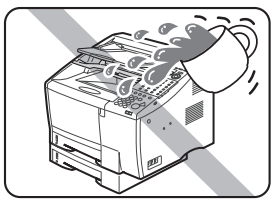
■ **Do not stack boxes or furniture around the power outlet. Keep the area open so you can reach the outlet quickly. If you notice anything unusual (smoke, strange odors, or noises) around the machine, unplug the machine immediately. Call for service.**



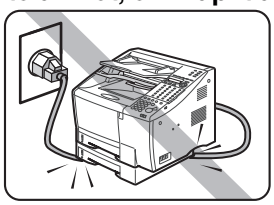
■ **Before you transport the machine, remove the toner cartridge. To protect the toner cartridge from bright light, cover it with its original protective bag or a cloth.**



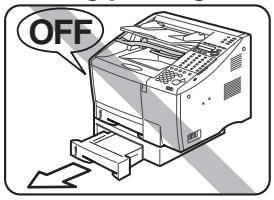
■ **Keep liquids, cleaners, and other solvents away from the machine. Keep metal pins, paper clips, staples, and other objects away from the machine. If something falls into the machine, disconnect the plug from the power outlet, and call your local authorized Canon dealer.**



■ **Do not set the machine, other equipment, or furniture on the power cord. Never tie the power cord into a knot, or wrap it around another object.**



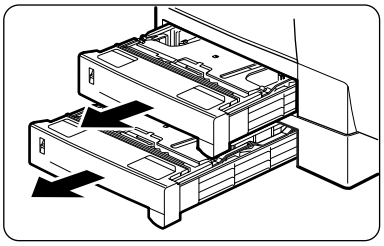
■ **To avoid paper jams, never unplug the power cord, open the printer cover, or remove a paper cassette during printing.**

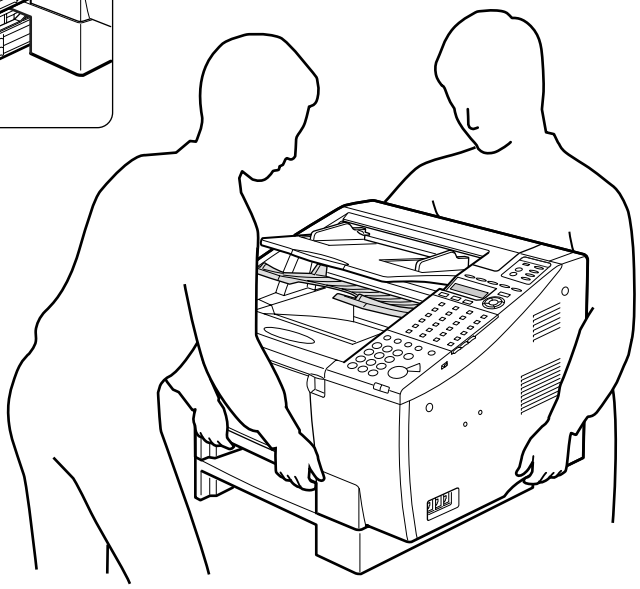


Moving the Machine

The machine is heavy. Be sure to follow these general guidelines when lifting the machine to move it or to install the optional paper cassette.

- Moving the machine requires two people.
- When you lift the machine, remove the paper cassette from the machine, and firmly hold the front of the machine by the paper cassette slot, and lifting handles on both sides of the machine as shown in the illustration below.
- If you have the 500 sheet optional paper cassette installed, call your local authorized Canon dealer when moving the machine.





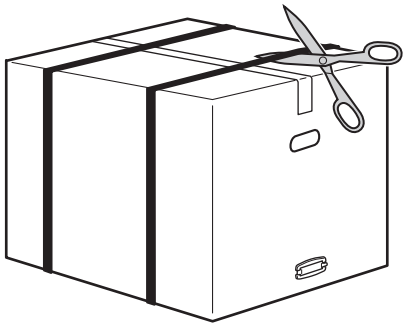
Unpacking: Have You Got Everything?

As you unpack the machine, save the carton and packing material in case you want to move or ship the machine in the future. Ask someone to help you remove all the items from the box.

⚠ CAUTION

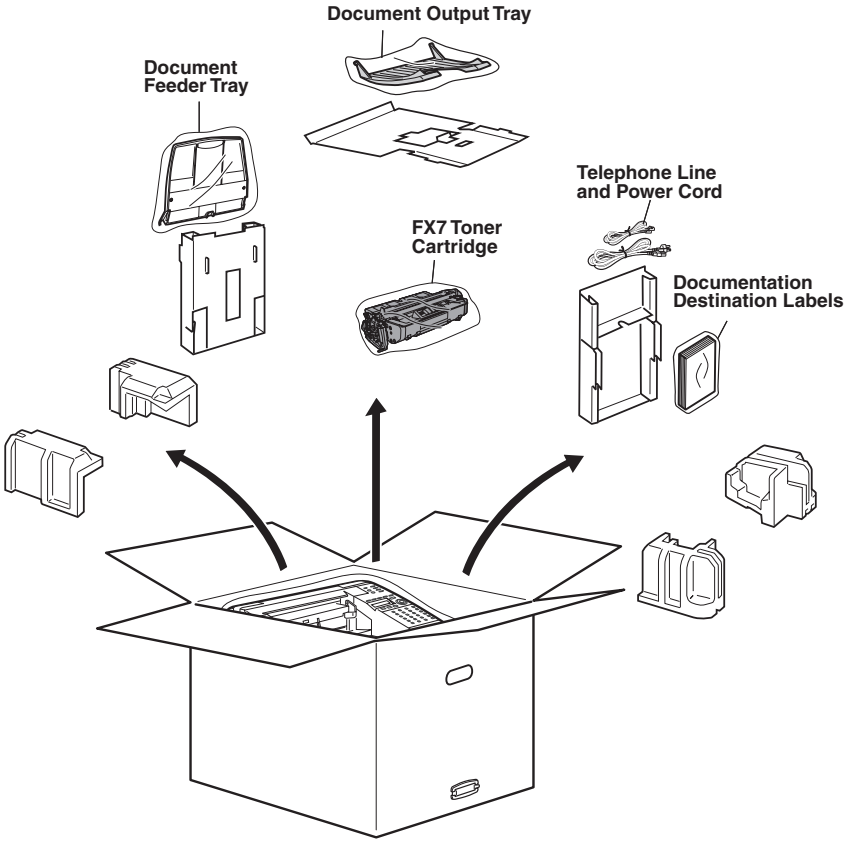
Lifting the main unit requires two people. To remove the main unit from the carton, follow the general guidelines and illustration on p. 1-18.

1 Cut and remove the strapping bands from the carton.

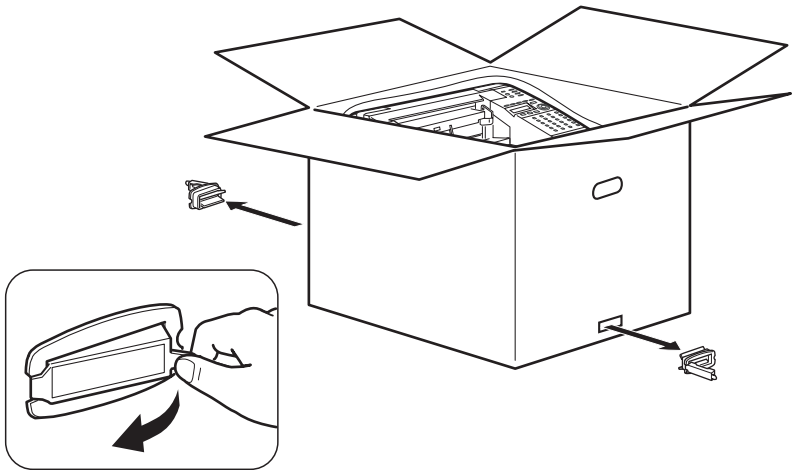


2 Remove the adhesive tapes on the top of the carton.

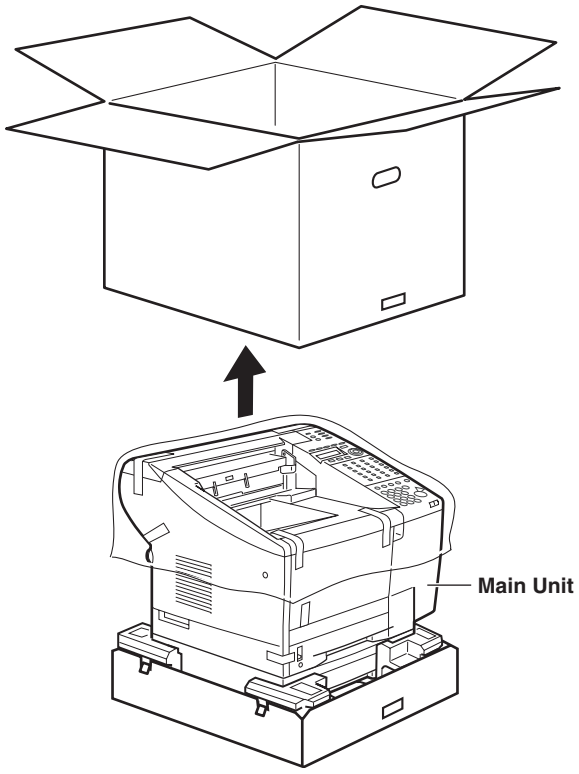
3 **Take out the document output tray, document feeder tray, documentation and destination labels, telephone line and power cord, and FX7 Toner Cartridge in its protective bag. Remove the four polystyrene plastic blocks positioned on top of the main unit.**



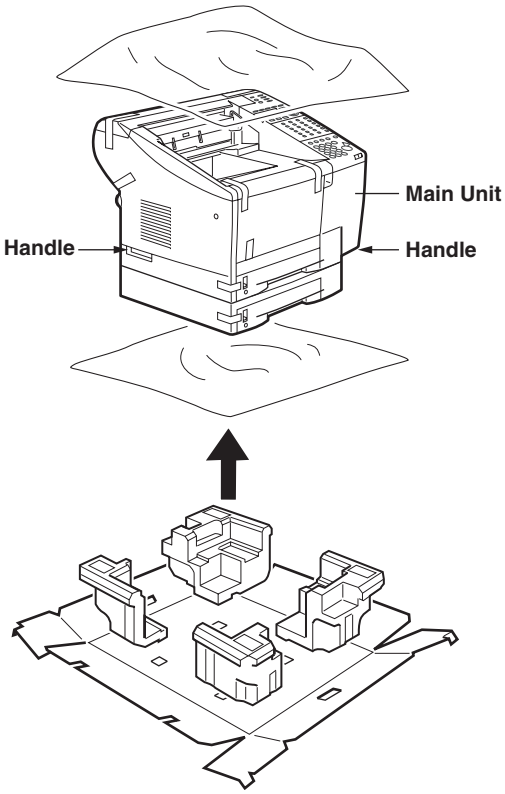
4 **Remove the two stoppers on the side of the box by pulling out the tab on the right side of each stopper.**



5 **Lift and remove the top carton.**



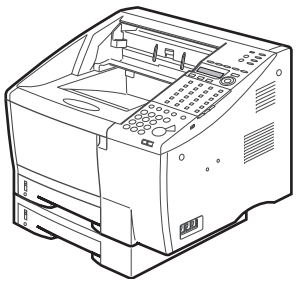
6 **Lift the main unit by gripping the handles on its right and left sides. (See "Moving the Machine," on p. 1-18.)**



For the LASER CLASS 710/720i/730i

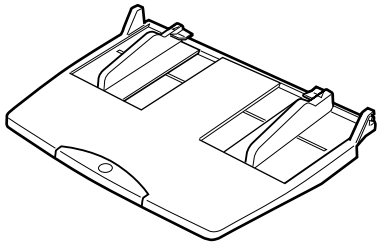
Check each item against this list as you remove it from the box.

- One main unit (The illustration below is that of the model LASER CLASS 710/730i.)

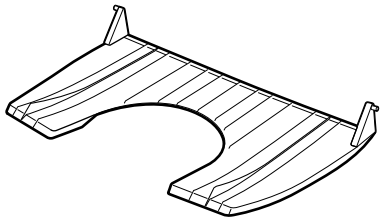


• One document feeder tray

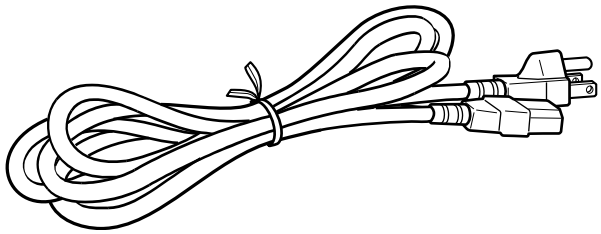
Remove the tape on the back of the tray before attaching it to the main unit.



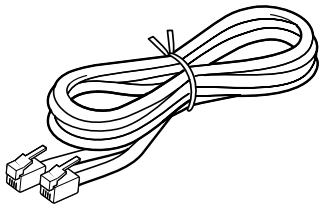
• One document output tray



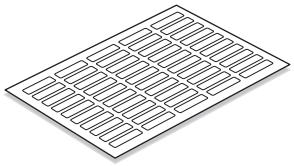
• One power cord



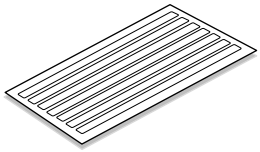
• One telephone line



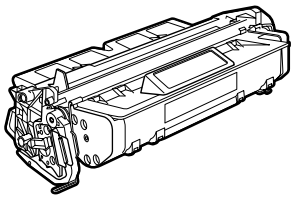
• Two sheets of destination labels



• One sheet of cassette handling precaution label



• One Reference Guide
• One Facsimile Guide
• One Registration Card
• One Limited Warranty Note (English and French)
• One Installation Completion Card
• One FX7 Toner Cartridge

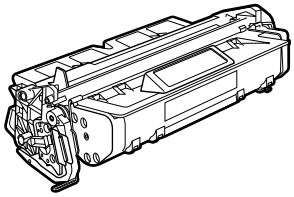


For the LASER CLASS 720i/730i Only

• One Printer Driver CD-ROM
• One Sending Guide
• One Setup Guide for Network Printing

Consumable

• Canon FX7 Toner Cartridge



Optional Equipment Available

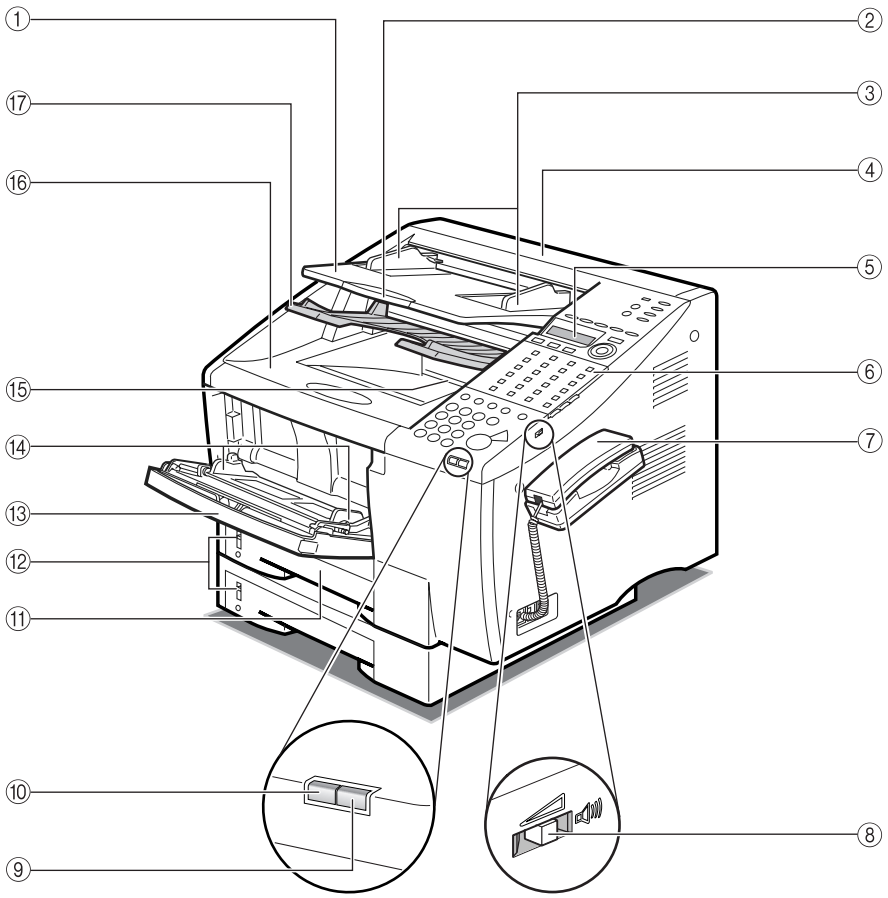
- HANDSET KIT 8
- G3 FAX OPTION MEMORY VII (32 MB)
- Verification Stamp Unit 1
- Dual-Line Upgrade Kit III
- FXL-Cassette Feeder 6* (letter, A4; 500-sheet capacity)
- FXL-Cassette Feeder 7 (letter, legal, A4; 250-sheet capacity; for the LASER CLASS 720i only)
- Printer Kit III (for the LASER CLASS 710 only)
- Network Kit III (for the LASER CLASS 710 only)

* To install the optional FXL-Cassette Feeder 6 to the LASER CLASS 720i, you need to first install the optional FXL-Cassette Feeder 7.

Parts of the Machine

The illustrations below are those of the LASER CLASS 700 Series with the following optional equipment installed: Handset Kit and Dual-Line Upgrade Kit.

Front View



① Document Feeder Tray

Holds documents for scanning.

② Document Extension Tray

Open to support long documents during scanning.

③ Document Guides

Adjust to the width of the document.

④ ADF (Automatic Document Feeder) Cover

Provides access to help you clear paper jams, and clean the scanning area.

⑤ LCD Display

Displays menu items and messages.

⑥ Operation Panel

Use the operation panel keys to operate the machine.

⑦ Handset (Optional)

Detachable handset.

⑧ Speaker Volume Switch

Adjusts the speaker's volume.

⑨ Error Lamp

A light that blinks red when a problem occurs.

⑩ In Use/Memory Lamp

A light that blinks green when the machine is transmitting or receiving documents, or maintains a steady green when there are documents stored in memory.

⑪ Paper Cassettes

Adjustable to letter, A4, and legal paper sizes. Each cassette holds approximately 250 sheets of paper.

⑫ Paper Volume Status Bar

Indicates the level of the current paper supply.

⑬ MP (Multi-Purpose) Tray

Adjustable to letter, A4, and legal paper sizes. Holds approximately 100 sheets of paper.

⑭ Paper Guides

Adjust to the width of the paper.

⑮ Output Tray

Holds printed documents after they are ejected from the machine.

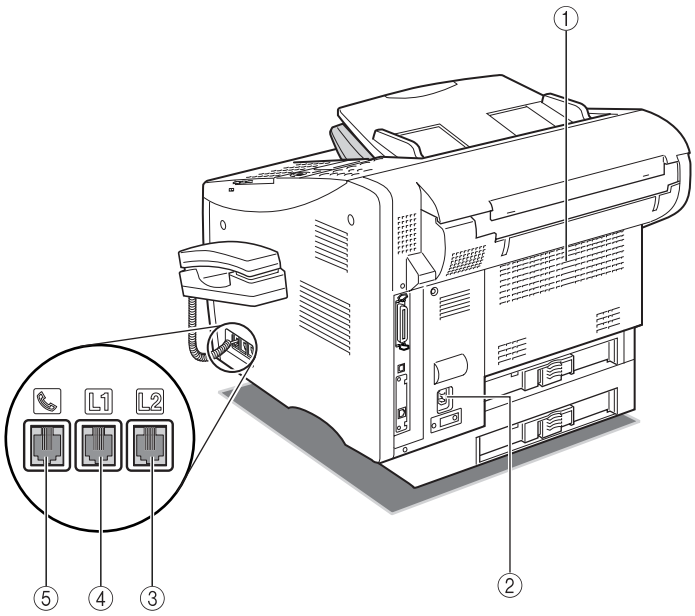
⑯ Printer Cover

Covers the toner cartridge.

⑰ Document Output Tray

Holds documents that have been sent or copied.

Rear View



① Face-Up Tray

Holds printed documents after they are ejected from the machine.

② Power Socket

Connect the power cord here.

③ Telephone Line Jack (L2)

Connect an additional telephone line here, after installation of the optional Dual-Line Upgrade Kit for the LASER CLASS 700 Series.

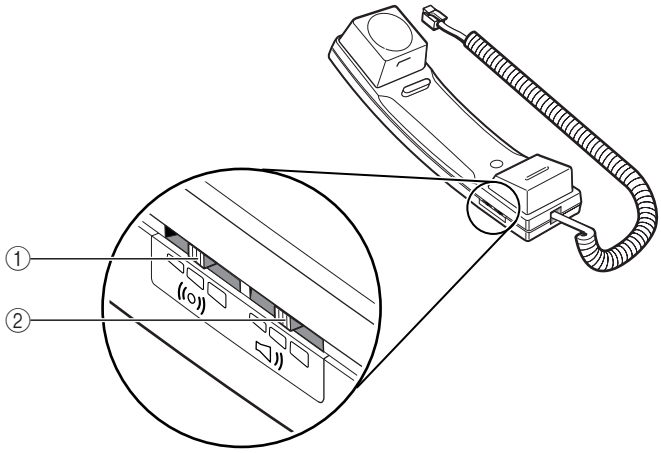
④ Telephone Line Jack (L1)

Connect the telephone line here.

⑤ Handset Jack

Connect the optional handset or an extension telephone.

Handset (Optional)



① Ringer Volume Switch

Adjusts the volume of the ringer. Use a pen or another pointed object to adjust the switch to 'HIGH', 'LOW', or 'OFF'.

② Speaker Volume Switch

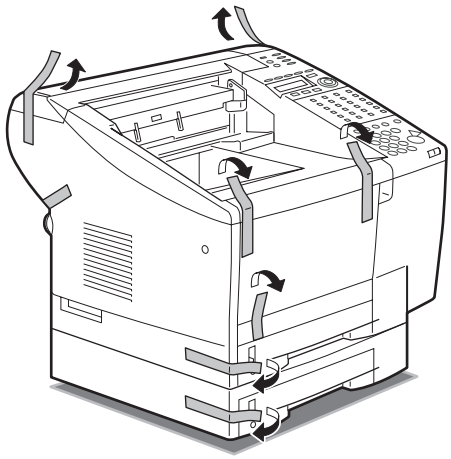
Adjusts the volume of the handset so you can hear suitable sound from the speaker.

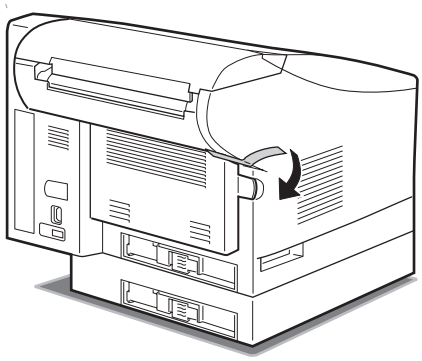
Removing the Shipping Material

All shipping material must be removed. The shipping material is attached inside the main unit and inside the paper cassettes to protect delicate parts from vibrations during shipping.

Shipping Tape

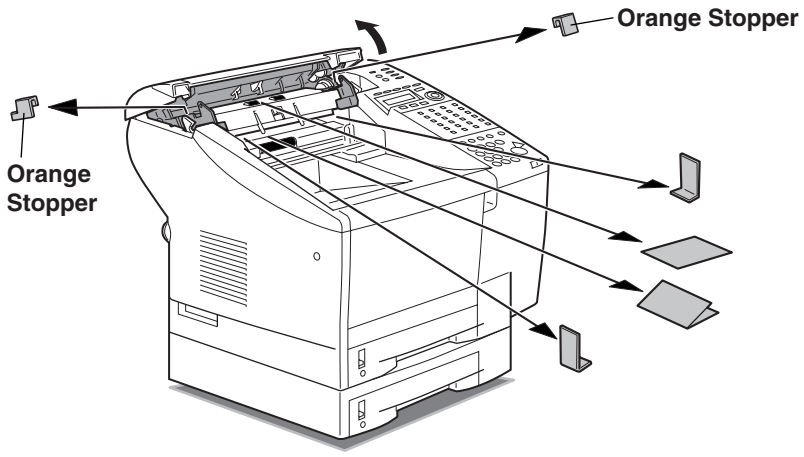
1 **Remove all shipping tape from the unit.**





Packaging Material Inside the Machine

1 **Gently lift the ADF cover, and remove the protective packing material from inside the feeder area.**

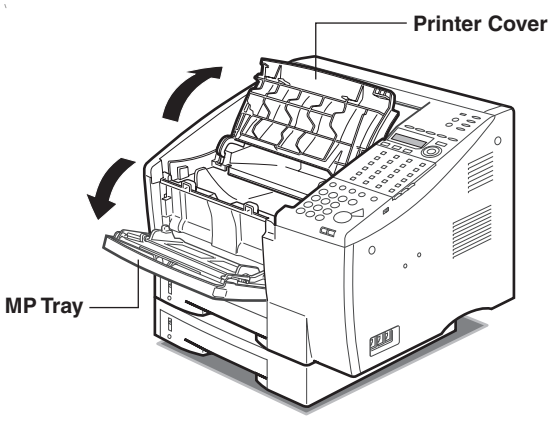


IMPORTANT

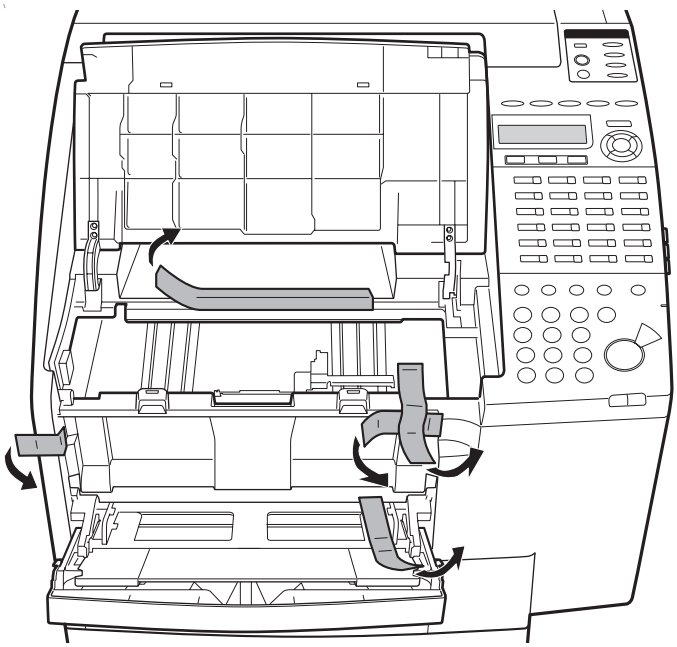
Be sure to remove the orange stoppers.

2 **Close the ADF cover.**

3 **Open the printer cover and the MP tray.**



4 Remove the tape and packaging material.



5 Close the printer cover and the MP tray.

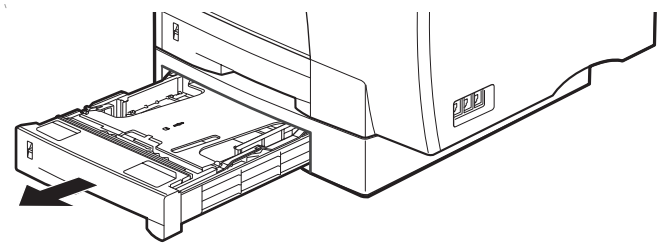
IMPORTANT

When removing the packaging material from inside the printer area, be careful not to touch the transfer charging roller. Otherwise, the print quality may deteriorate.

Packaging Material from the Paper Cassettes

If your machine comes with more than one paper cassette, you can use this procedure for each one.

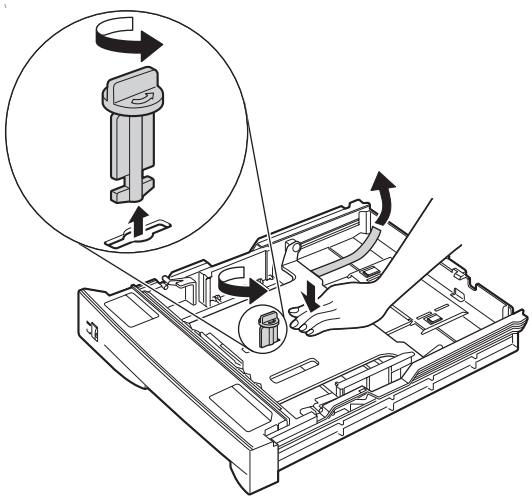
1 **Pull out the paper cassette, and remove it from the machine.**



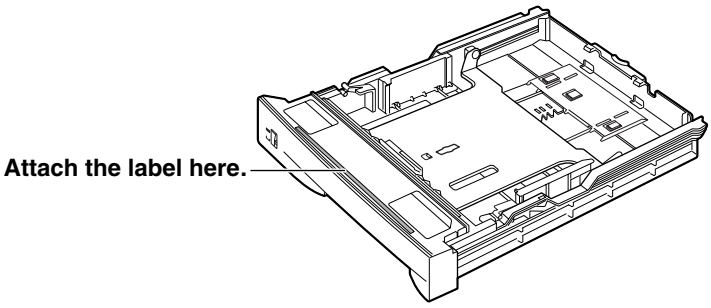
2 **Set the paper cassette down on a flat, stable surface.**

3 **Remove the tape and orange key attached to the paper cassette.**

To remove the orange key: While pressing down on the bottom metal plate with one hand, turn the orange key counter-clockwise to pull it out.



4 **Select your language from the supplied cassette handling precaution label and stick it to the part of the paper cassette indicated in the illustration below.**

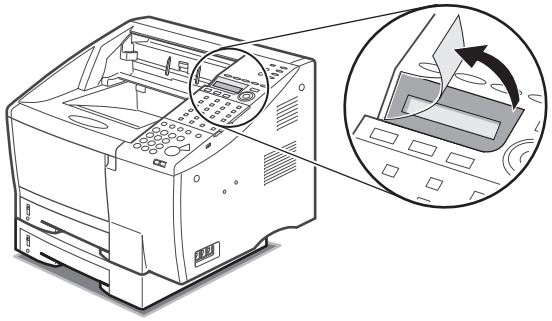


5 **Reinsert the paper cassette into the machine.**

For more details on how to reinsert the paper cassette into the machine, see step 7 of “Loading Paper into the Paper Cassettes,” on p. 1-40.

Protective Plastic Sheet

The LCD display on the operation panel is covered with a plastic sheet to protect it during shipping. This protective material should be removed before you use the machine.



Assembling the Machine

Follow the instructions in this section to help you assemble the machine, and prepare it for full operation.

Installing the Toner Cartridge

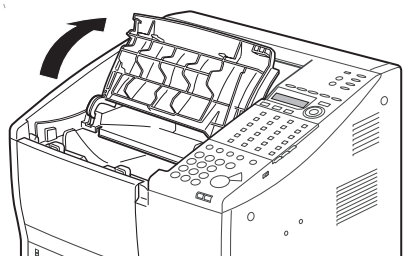
Install only a Canon FX7 Toner Cartridge in your machine.

CAUTION

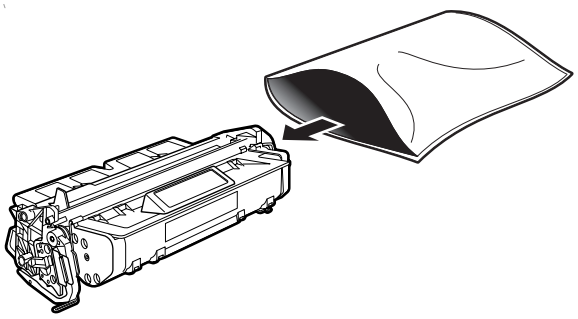
Installing any other type of cartridge in this machine could damage the machine and void your warranty. Leave the toner cartridge in its protective bag until you are ready to install the cartridge. Handle the toner cartridge carefully. (See "Changing the Toner Cartridge," on p. 6-3.)

1 Open the printer cover.

Open the printer cover to its full extent.



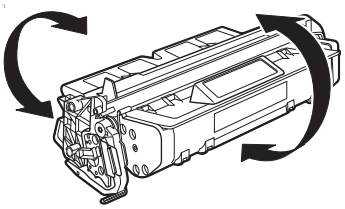
2 Remove the toner cartridge from its protective bag.



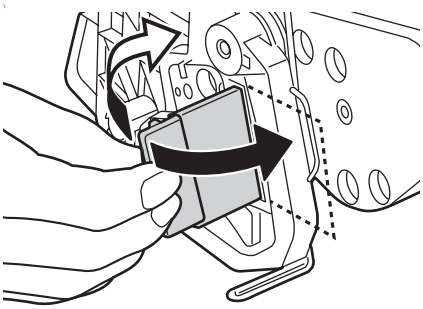
IMPORTANT

Save the protective bag and all other shipping material. You will need this material later when you dispose of the cartridge after it has run out of toner. (See "Changing the Toner Cartridge," on p. 6-3.)

3 While holding the cartridge by the ends, rock it gently five or six times to distribute the toner evenly inside the cartridge.

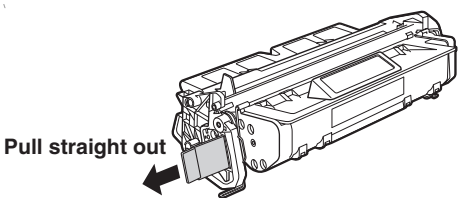


4 Place the cartridge on a stable, flat, clean surface, and snap the tab on the side to detach it from the cartridge.



5 As you steady the cartridge with one hand, remove the tape by gently pulling the plastic tab straight out with your other hand.

Use a firm, even pull to avoid breaking the tape.



IMPORTANT

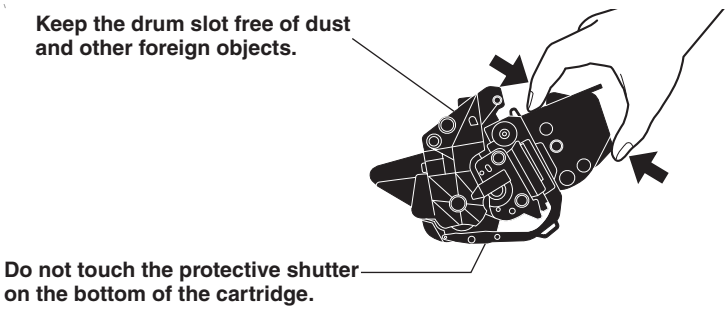
- Do not pull the tab upwards or downwards. The tape may break.
- If the tab breaks off from the tape, pull the tape out by pulling on the end of the tape where the tab was originally attached.
- Wash off any toner from your hands or clothing immediately with cold water.

6 Insert the cartridge in the direction indicated by the arrow, with the FX7 toner label on the cartridge facing up.

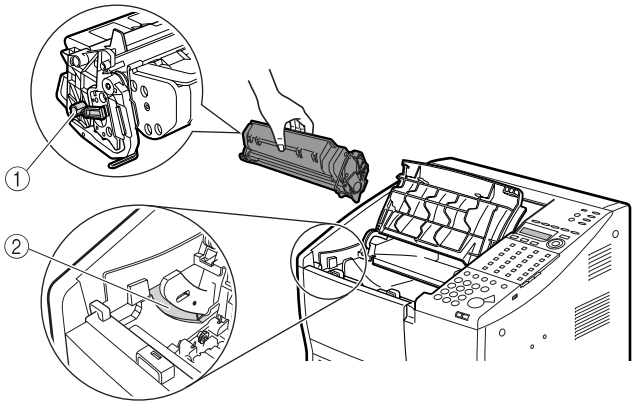
Gently slide the toner cartridge into the machine until it is completely down and in a level position.

CAUTION

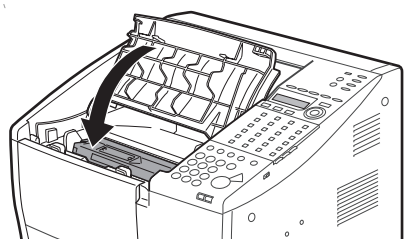
- **To avoid pinching your fingers between the toner cartridge and the machine, grip the cartridge as shown below.**


Keep the drum slot free of dust and other foreign objects.
Do not touch the protective shutter on the bottom of the cartridge.

- **When you insert the toner cartridge, make sure that the plastic knob ① on the side of the cartridge slides vertically into the guiding groove ② on the machine.**



7 Close the printer cover.

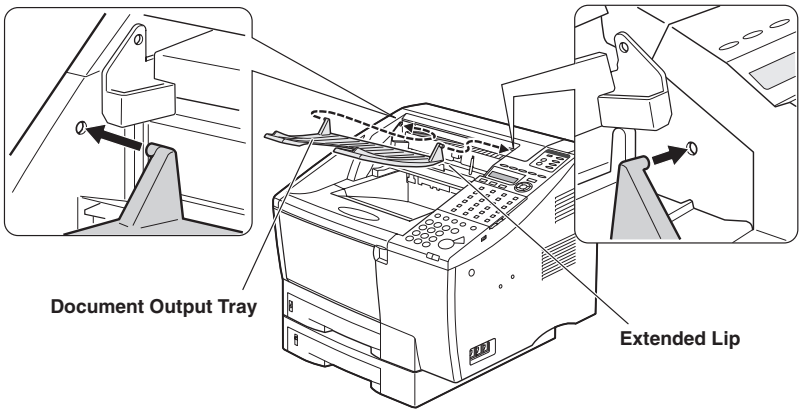


IMPORTANT

- If the printer cover does not close completely, do not force it down. Remove the toner cartridge and insert it again.
- To avoid exposing the light-sensitive drum, never leave the printer cover open.
- The machine will not operate if the printer cover is not closed completely.
- If you see the message below, and the Error lamp blinks red when the machine is plugged in, open the printer cover again, and make sure the toner cartridge is in a level position. (See “Turning the Power ON,” on p. 1-50.) Then, close the printer cover.

```
CHECK PRINTER COVER
```

Attaching the Document Output Tray



IMPORTANT

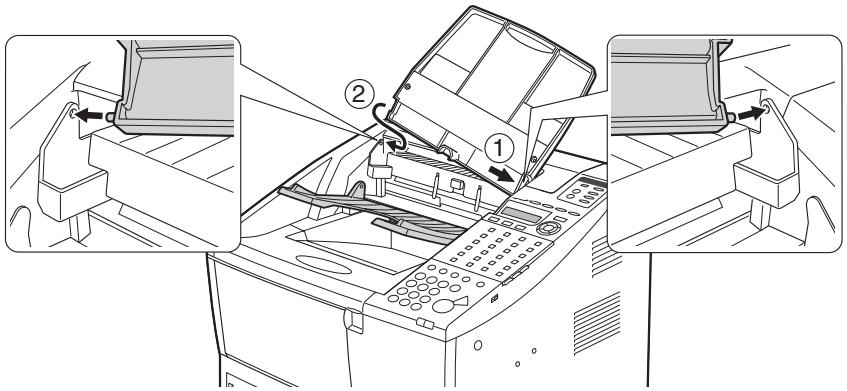
Make sure the knobs on each side of the tray fit into the holes on each side of the main unit. The back of the tray sits on top of the extended lip of the main unit.

Attaching the Document Feeder Tray

NOTE

Remove the tape on the back of the tray before attaching it to the main unit.

1 Slide one side into position first, then the other side.



Loading Paper into the Paper Cassettes

If your machine comes with more than one paper cassettes, you can use this procedure for each one.

The paper cassette can be adjusted to hold letter, legal, executive, A4, A5, and B5 paper sizes, and can hold up to approximately 250 sheets of paper.

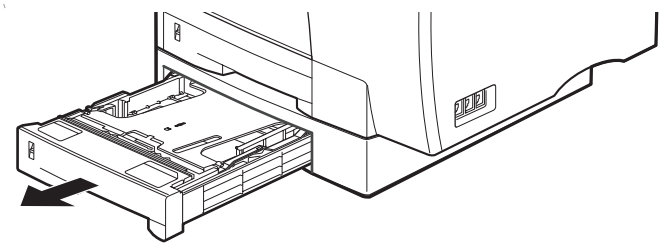
For high-quality printouts, we recommend using Canon standard 16 to 28 lb (60 to 105 g/m^2) weight paper.

Whenever you change the paper size, you have to adjust the paper size setting for the paper cassette using the PAPER SETTINGS menu.
(See “Setting the Paper Size for the Paper Cassettes,” on p. 2-13.)

IMPORTANT

- Use of print media not meeting the paper requirements, may cause severe paper jams or result in the excessive mechanical wear of the machine.
- Do not load the following paper into the paper cassette:
  - Moist paper
  - Paper that is wavy, curled, or damaged
  - Folded, clipped, or stapled paper
  - Paper containing materials that melt, vaporize, offset, discolor, or emit dangerous fumes at a temperature of 374˚F (190˚C) or higher
- To avoid paper curling, do not open the paper packages until you are ready to load the paper into the machine. Store unused paper from opened packages in a cool, dry location.
- Let the paper run out before you refill the paper cassette. Avoid mixing new paper with paper remaining in the paper cassette.
- Do not load different paper sizes into the paper cassette at the same time.
- If a printed page comes out of the machine all curled up, you can correct the problem by turning over the paper stack in the paper cassette so that the bottom sheet in the stack is now at the top.
- If the leading edge of the paper is curled, straighten it out as much as possible before loading it into the paper cassette.
- Do not set the paper size guides so tight that the paper stack bends.
- Adjust the paper size guides so that there is no room between the guides and the paper stack.

1 Pull out the paper cassette from the main unit.



2 Confirm that the paper guides inside the paper cassette are set to the size of the paper you are loading.

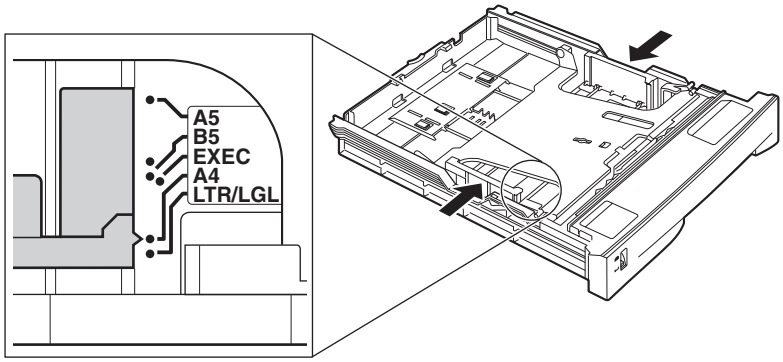
If the setting is correct, proceed to step 3.

If the setting is not correct, set the paper guides to match the size of the paper that you are loading.

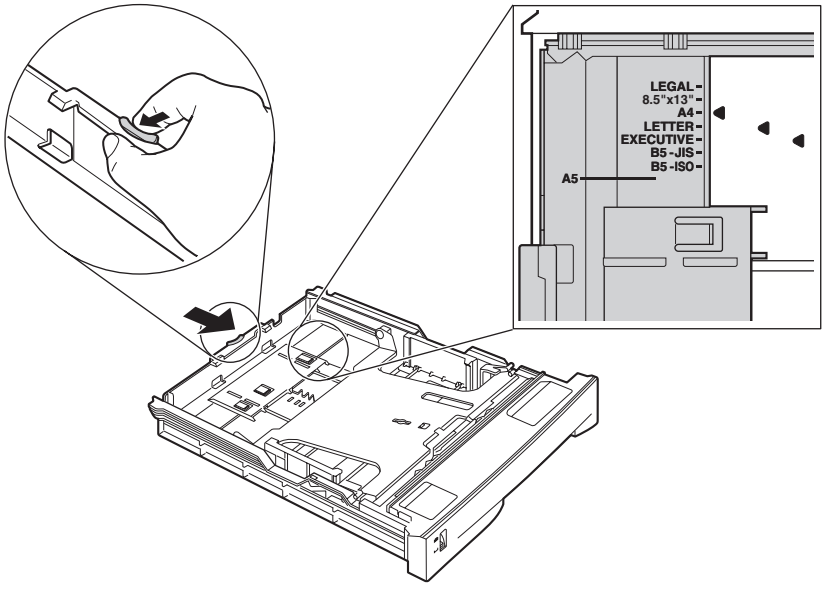
● **To change the paper size:**

❑ Adjust the paper size side guides in the following way:

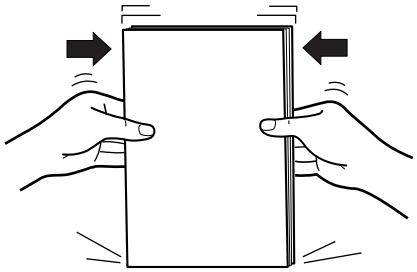
Push the paper size side guides inward or outward to match the paper size that you are loading.



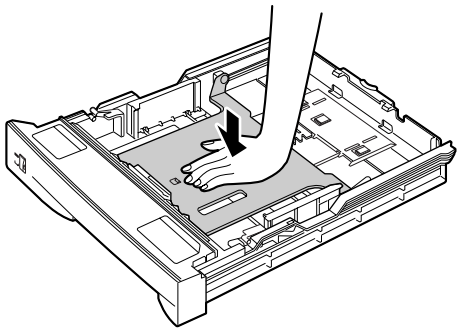
❑ Push the stopper in the center of the paper size rear guide, and slide it to the mark indicating the desired paper size.



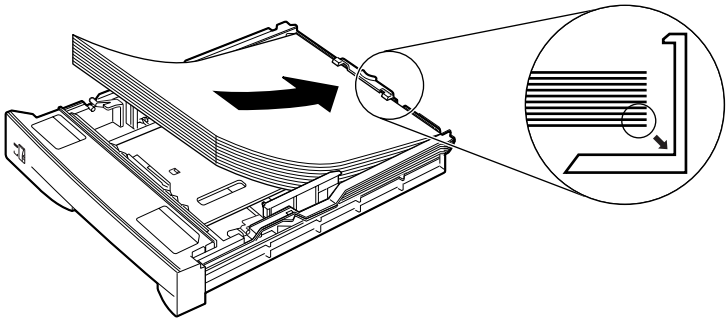
3 **Before you load a stack of paper into the paper cassette, tap the leading edge of the paper stack on a flat surface so that the edges are evenly aligned.**

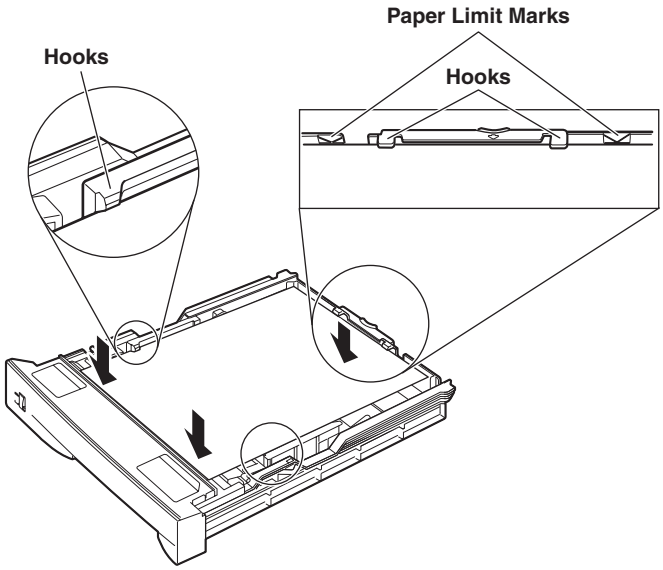


4 **Press down the inside plate of the paper cassette.**



5 Load the stack of paper into the paper cassette with the side you want to print on face down. Insert the stack of paper so that it fits neatly against the back of the paper cassette.

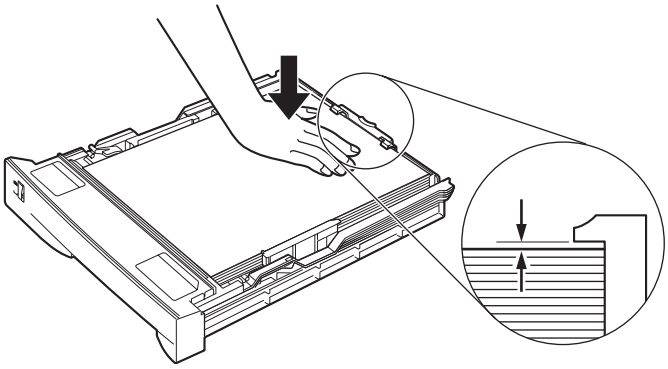




IMPORTANT

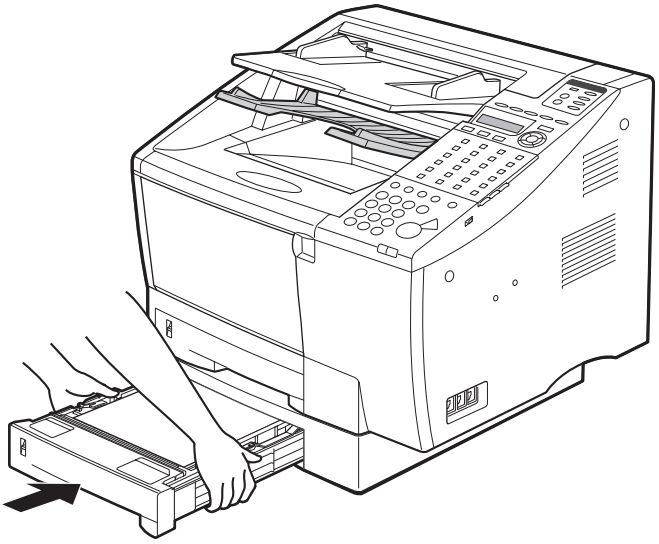
- Make sure that the stack of paper is below the paper limit marks and hooks at the back of the cassette.

• Press the paper stack down to make sure it has a clearance of approximately 1/16" (1 mm) from the hook of the paper size rear guide.



6 Reinsert the paper cassette into the main unit.

Align the paper cassette with the rails on the main unit, then lift it slightly to insert the cassette. Slide it all the way into the main unit.

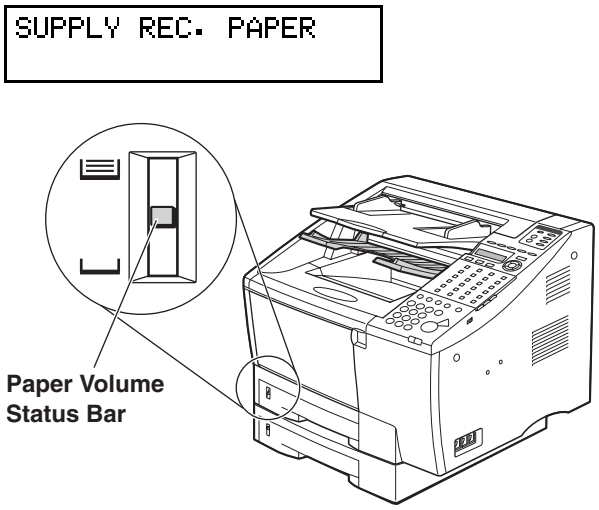


IMPORTANT

Make sure you slowly insert the cassette all the way into the main unit until it locks into place.

NOTE

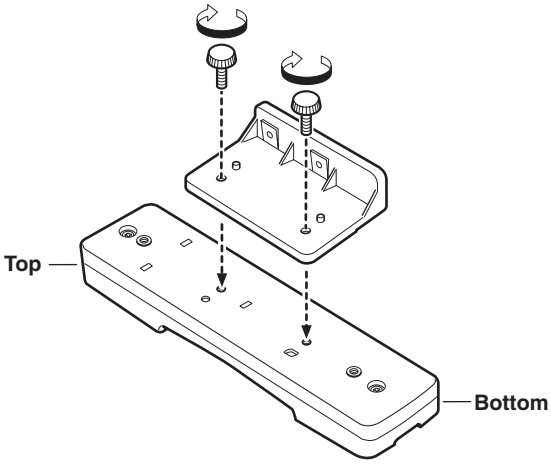
The paper volume status bars on the paper cassette indicates the level of the current paper supply. When you see the paper volume status bar drop, make sure you have a supply of paper on hand to refill the cassette. When you see the message <SUPPLY REC. PAPER> on the LCD display, refill the cassette.



Connecting the Handset (Optional)

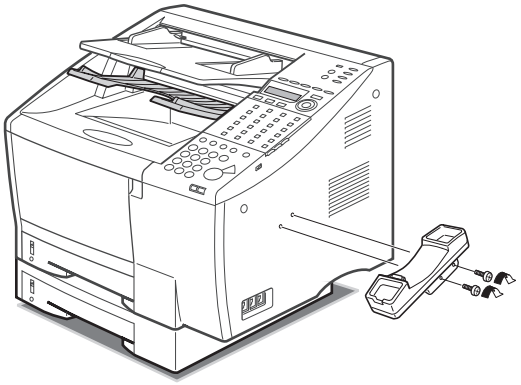
A telephone handset is available as an option for the machine. This handset is to be used with the Canon LASER CLASS 700 Series only.

1 **Attach the handset cradle holder to the back of the cradle with the screws provided.**

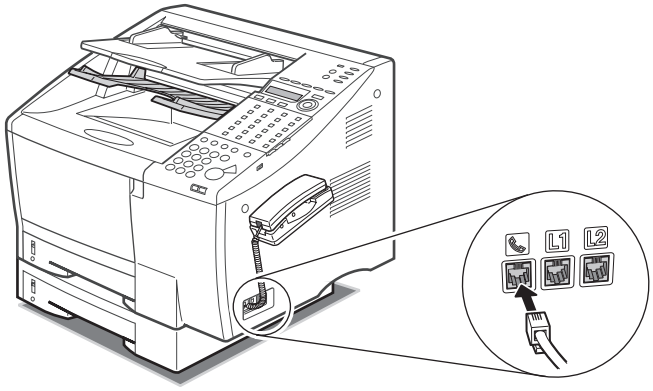


2 **Fit the handset cradle holder over the holes on the main unit.**

3 **Use the provided screws to fasten the handset cradle holder onto the main unit.**



4 **Connect the end of the handset connector cord to the handset jack marked with the handset icon ( ). Place the handset on the handset cradle.**



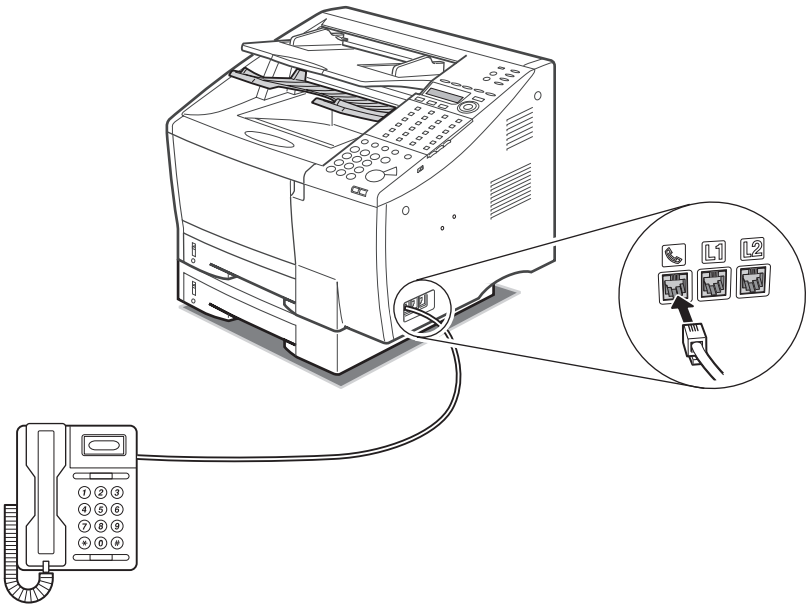
Connecting an Extension Telephone

To connect an extension telephone to the machine, you have to use the extension telephone jack.

NOTE

Only one jack is provided to be used with the optional handset or an extension telephone. A separate jack is not provided for an extension telephone.

1 Connect the extension telephone cord to the handset jack marked with the handset icon ( ).

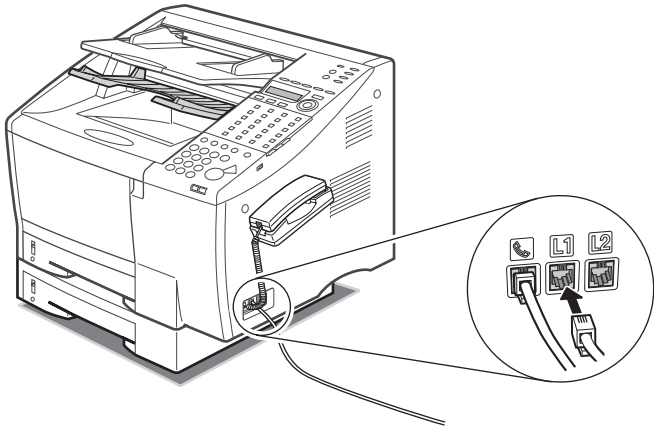


Connecting the Telephone Line

1 Make sure you have an RJ11-C wall jack.

If you need assistance, contact your local authorized Canon dealer or telephone company.

2 Connect one end of the supplied telephone line to the main unit's jack marked L1.



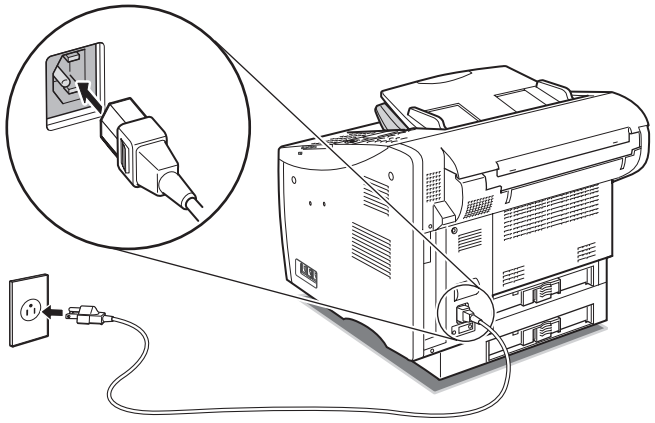
3 Connect the other end of the telephone line to your wall telephone jack.

If you have installed the optional Dual-Line Upgrade Kit, you can connect another telephone line to your machine. (See "Connecting Two Telephone Lines," on p. 2-29.)

Turning the Power ON

1 Connect the power cord to the power socket on the back of the main unit.

2 Connect the other end of the power cord to the power source.



After you connect the power cord to the power source, the LCD display turns ON.

⚠ CAUTION

The machine must be connected to a properly grounded, three-prong 120 V AC outlet.

NOTE

- There is no power switch on the main unit.
- The message below appears while it takes a few seconds for the machine to warm up.

```
PLEASE WAIT
```

- The machine has warmed up and is ready to use when you see the date and time displayed. Now the machine is in the Standby mode.

```
FAX 12/31/2002 03:40
AUTO
```

• When the date is displayed on the LCD display, the machine is in the Standby mode and ready for normal operation. If the Error lamp starts blinking red, wait for one of the following messages to appear.

Message	Description
INSTALL CARTRIDGE	You have not yet installed the toner cartridge. Install the FX7 toner cartridge. (See “Installing the Toner Cartridge,” on p. 1-35.)
REPLACE CARTRIDGE	The toner cartridge has run out of toner. Replace the toner cartridge.
CHECK PRINTER COVER	The printer cover is not closed completely. If it does not close easily, do not force it. Remove the toner cartridge, and insert it again. Make sure it is sitting level inside the main unit, and close the printer cover again.
SUPPLY REC. PAPER	At least one of the paper cassettes is empty or not seated correctly inside the machine. Remove each cassette. Make sure the stacks of paper are below the tabs, and insert the paper cassettes again. Push the paper cassettes all the way into the machine until they lock into place.

Getting Started

2
CHAPTER

This chapter describes some important settings that you should perform before you use the machine.

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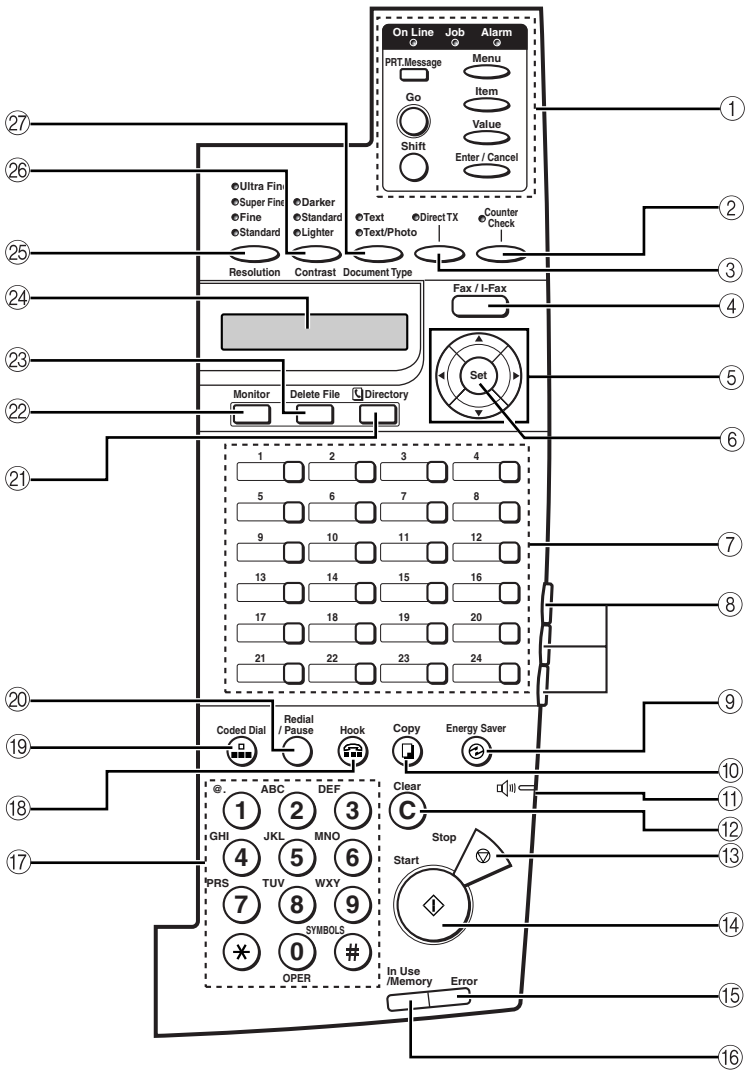
Operation Panel Parts and Functions

This section provides you with the names and functions of the operation panel keys, and explains all the parts on the operation panel.

One-Touch Panels Closed



① Printer Operation Panel

These keys control the printing function of the machine. For details, see the *PCL Printer Guide* . For the LASER CLASS 710, the installation of the Printer Kit III is necessary to use these keys.

② Counter Check

Press to check the counter information.

③ Direct TX

Sets the machine to the Direct Sending mode so you can send a document ahead of other documents stored in memory. Direct Sending scans a document, and sends it immediately without storing the document in memory.

④ Fax/I-Fax

Press to select the telephone line to send a fax when the optional Dual-Line Upgrade Kit is installed, or send an I-Fax.

⑤ ◀ ▶ Cursor Keys

Move the cursor to the left or right during data registration.

▲▼ Search Keys

Enable you to scroll through the display so you can see other options and selections in the menus during data registration.

They also enable you to search through the registered fax numbers during directory dialing.

⑥ Set

Selects a menu item during data registration.

⑦ One-Touch Speed Dialing Keys

Dial numbers registered under one-touch speed dialing keys.

⑧ One-Touch Speed Dialing Panels

The first panel displays keys 1-24. Open the first panel to access keys 25-48. Open the second panel to access keys 49-72. Open the third panel to access the registration keys.

⑨ Energy Saver

Press to enter or cancel the Energy Saver mode. When the machine is in the Energy Saver mode, the Energy Saver indicator lights, and the other keys and indicators are turned OFF.

⑩ Copy

Enables the machine to act as a copier, so you can copy a document.

⑪ Speaker Volume Switch

Adjusts the speaker's volume.

⑫ Clear

Clears an entire entry during information registration.

⑬ Stop

Cancels sending, receiving, data registration, and other operations, and returns the machine to the Standby mode.

⑭ Start

Enables you to start sending, receiving, scanning, and copying documents.

⑮ Error Lamp

A light that blinks red when a paper jam occurs or the machine has run out of paper or toner. The error is described by a message that appears on the LCD display.

⑯ In Use/Memory Lamp

A light that blinks green when the machine is transmitting or receiving documents, or maintains a steady green light when there are documents stored in memory.

⑰ Numeric Keypad

Use the keys on the numeric keypad to enter telephone numbers when dialing. These keys are also used to enter text, numbers, and symbols when registering names and numbers.

⑱ Hook

Enables you to dial, even when the handset is still on the handset cradle.

⑲ Coded Dial

Press [Coded Dial], followed by a three digit code to dial the telephone number registered for coded speed dialing.

⑳ Redial/Pause

Redials the previous number dialed manually with the keys on the numeric keypad, and enters pauses between digits or after the entire telephone number when dialing or registering facsimile numbers.

㉑ Directory

Enables you to search for fax/telephone numbers by the name under which they are registered for speed dialing, and then use the number for dialing.

㉒ Monitor

Press to check the fax transmission or copying status.

㉓ Delete File

Deletes documents waiting in memory for sending.

㉔ LCD Display

Displays messages and prompts during operation. It also displays selections, text, numbers, and names when registering information.

㉕ Resolution

Sets the resolution for the documents you send.

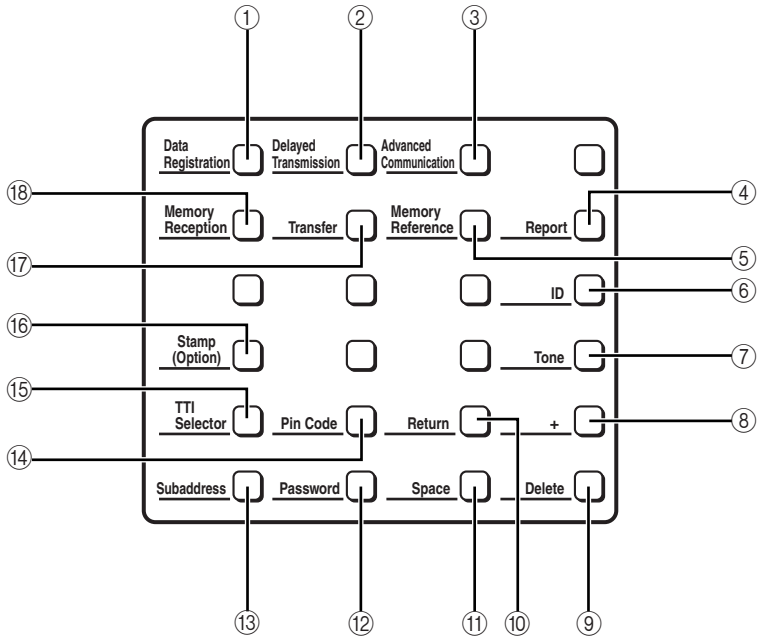
㉖ Contrast

Adjusts the lightness/darkness of the documents you send or copy.

㉗ Document Type

Adjusts the quality of documents containing only text, or both photos and text.

One-Touch Panels Opened



① Data Registration

Starts data registration for speed dialing, sender information, and other important settings for sending and receiving.

② Delayed Transmission

Sets a time for delayed sending.

③ Advanced Communication

Press to set a document for advanced communications, such as polling sending and receiving, confidential mailbox, and relay broadcast, and subaddress/password transmissions.

④ Report

Prints reports about information registered in the machine.

⑤ Memory Reference

Performs operations with documents currently stored in memory, including printing a list of documents, printing a document, sending a document to another destination, or deleting a document.

⑥ ID

Press to enter the Department ID.

⑦ Tone

Connects to information services that accept tone dialing only, even if you are using a rotary pulse line.

⑧ +

Press [+] to enter a plus sign in a fax number.

⑨ Delete

Deletes a number or letter entry only when you are registering or entering a number.

⑩ Return

Press to enter a paragraph break when entering e-mail text.

⑪ Space

Enters a space between letters and numbers on the LCD display when you are registering information and dialing.

⑫ Password

Enables you to enter an ITU-T password so you can send a document with a password.

⑬ Subaddress

Enables you to enter an ITU-T subaddress so you can send a document with a subaddress.

⑭ Pin Code

Displays the PIN code message so you can enter the PIN code when dialing through a PBX (Public Branch Exchange). To use this feature, you need to first setup the PIN Code access.

⑮ TTI Selector

Enters a registered sender's name to appear at the top of the document you are sending.

⑯ Stamp (Option)

Switches the machine in and out of the Stamp mode. If the machine is in the Stamp mode, the machine marks all documents scanned when sending in the Memory or Direct Sending mode. If you want to use the optional stamp feature, call your local authorized Canon dealer, and request the installation of the stamp feature.

⑰ Transfer

Switches the machine in and out of the Transfer mode. In the Transfer mode, the machine sends all the documents it receives to another fax machine at your home or another office.

⑱ Memory Reception

Switches the machine in and out of the Memory Lock mode. In the Memory Lock mode, the machine stores all documents it receives in memory.

Using the Menus and Operation Panel Keys

This section provides a brief overview on how to use the operation panel keys to open menus, make selections, and register data.

General Guidelines for Registering Information

Always keep these points in mind while you are using the menus:

- If you pause and do not press a key for 120 seconds, the machine returns to the Standby mode automatically. You must then start the procedure from the beginning.
- If your machine is set to manually receive, and the machine rings while you are registering information, pick up the handset. If you hear a slow beep tone, the sender is trying to send you a document. Press [Stop] → [Start] to receive the document, then hang up the handset.

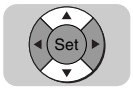
Using the Menus

The machine employs a menu system you can use to register important information or set up important features. Here, we describe how to display and operate these menus. For details on the content and purpose of each menu, see Chapter 5, “Summary of Important Settings,” or Chapter 11, “Summary of Important Settings,” in the *Facsimile Guide*.

1 Open all three one-touch speed dialing panels to see the operation panel keys.

2 Press [Data Registration].

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



3 Press [▼] or [▲] to display the name of the desired menu title.

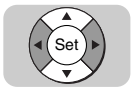
There are eight Additional Functions menu items for Data Registration.

ADDITIONAL FUNCTIONS 1.PAPER SETTINGS	→	ADDITIONAL FUNCTIONS 8.PRINT LISTS

NOTE

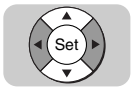
Displaying menu names with [▼] or [▲] is rotational. If you press [▼] with the last menu name displayed, the display rotates to the first menu name. If you press [▲] with the first menu name displayed, the display rotates to the last selection.

Open a Menu and Select an Item



1 Press [▼] or [▲] until the name of the menu you want to open is displayed → press [Set].

ADDITIONAL FUNCTIONS 6.SYSTEM SETTINGS	→	SYSTEM SETTINGS 1.SYS. ADMIN. INFO



2 Press [▼] or [▲] to browse through the menu items → press [Set] to go to the next level.

Return to the Previous Level

1 Press [Data Registration] to return to the previous level to continue browsing.

If you continue to press [Data Registration], the machine returns to the Standby mode.

Return to the Standby Mode

1 Press [Stop] to return to the Standby mode.

NOTE

If you do not press a key for 120 seconds, the machine automatically returns to the Standby mode.

Entering Names for Registration

When you come to a step that requires entering a name for data registration, follow the procedure below.

In a display that requires a name entry, the letter or number in the upper right corner of the LCD display tells you the entry mode.

1 Press [∗] to change the entry mode.

Display	Entry Mode	What It Does
:A	Text	Enables you to enter upper and lower case letters. You can also press [#] to enter a symbol.
:1	Number	Enables you to enter numbers.

NOTE
The numeric keys are clearly labeled with one number and some letters.

2 Press the appropriate key on the numeric keypad to enter a letter or number.

If Text is the chosen entry mode, press the key repeatedly until the upper or lower case letter you want appears.

If you go past the letter you want, press the key repeatedly until it appears again.

NOTE
Each key contains the upper and lower case letters for its group of letters (for example: ② contains the letters ABCabc).

3 Enter the next letter, if necessary.

If the next letter you want to enter is under the same key you just pressed, press [▶] to move the cursor to the right one space. Then, press the key repeatedly until the letter you want appears.

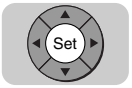
If the next letter you want to enter is under a different key, just press that key to move the cursor to the right, and enter the first letter of that group.

For example, if you want to enter the word <Canon>:

Press (2) until you see an upper case <C> → press [▶] to move the cursor to the right → press (2) until you see a lower case <a>. To enter the rest of the word, press (6) until you see a lower case <n> → press [▶] to move the cursor to the right → press (6) until an <o> appears → press [▶] to move the cursor to the right → press (6) again until an <n> appears.

NOTE

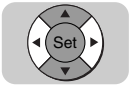
- When you are in the Text Entry mode, you can also enter symbols. Press (#) (#) repeatedly until you see the desired symbol.
- To enter a space, press [Space].



4 To complete entering the name for registration, press [Set].

```
                    :A
DATA ENTRY OK
```

Correcting a Mistake



1 Press [◀] or [▶] to move the cursor to the left or right to position it under the incorrect letter → enter the correct letter.

NOTE

- Press (C) (Clear) to delete the entire entry → start again.
- Press [Delete] to delete the rightmost character → enter the correct character.

Operation Panel Key Summary Table

When you come to a step where you must enter a number or name for data registration — in this section or any part of this manual and the *Facsimile Guide* — refer to the table below.

To see some of the keys described below, you may have to open all three one-touch speed dialing panels.

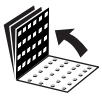
■ Keys for Registering Information

Key	Description
▲ ▼	The search keys display the next or previous menu item. Press [▼] to display the next item in the menu. If you press [▼] when the last item is displayed, the display rotates to the first item in the menu. Press [▲] to display the previous item in the menu. If you press [▲] when the first item is displayed, the display rotates to the last item in the menu. When registering names, press [▲] to immediately position the cursor under the first letter, and press [▼] to immediately position the cursor to the right of the last letter.
Set	Press [Set] to select the current item, and display the next level of the menu.
*	Switches the entry modes. :A The Text Entry mode. Enables you to enter letters and symbols. :1 The Number Entry mode. Enables you to enter numbers.
ABC 2 to WXY 9	More than one letter is assigned to a key. Press [*] to enter the Text Entry mode, then press the key containing the letter you want to enter. If the letter you want to enter is not displayed first, press the key repeatedly until it appears. If the next letter is under a different key, just press that key to enter the first letter of the group, and press the key repeatedly until the letter you want appears. If the next letter is under the same key, press [▶] to move the cursor to the right one space, then press the key again to enter the first letter of the group. Press the key repeatedly until the letter you want appears.
◀ ▶	The cursor keys move the cursor to the left or right.
#	Press [#] to enter a symbol. You can enter symbols in the Text Entry mode only. Press [#] repeatedly until the symbol you want appears. You can enter the following symbols: - . * # ! " , ; : ^ ` _ = / | ' ? $ @ % & + \ ~ ( ) [ ] { } < >
Space	Enters a space between letters or numbers at the cursor position. You may enter spaces in telephone numbers–they do not affect dialing.
Delete	Deletes characters from the right.
Clear	Clears the entire entry if you want to erase it and start again.
Stop	After you are finished making settings or registering information, press [Stop] to return to the Standby mode.

Setting the Paper Size for the Paper Cassettes

This section describes the procedure to set the size of the paper you load in the paper cassettes.

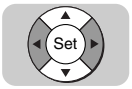
Each time you change the size of the paper you load in the paper cassettes, it is necessary to change the paper size setting using the CASSETTE menu in the PAPER SETTINGS menu.



1 **Open all three one-touch speed dialing panels.**

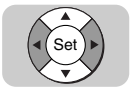
2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



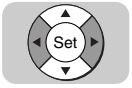
3 **Press [▼] or [▲] until <1.PAPER SETTINGS> appears → press [Set].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```
→
```
PAPER SETTINGS
 1.MP TRAY
```



4 **Press [▼] or [▲] to select the paper cassette for which you want to change the paper size → press [Set].**

```
PAPER SETTINGS
 2.CASSETTE 1
```
→
```
CASSETTE 1
                LTR
```



5 **Press [▼] or [▲] to select the paper size → press [Set].**

```
CASSETTE 1
                A4
```
→
```
PAPER SETTINGS
 3.CASSETTE 2
```

6 **Press [Stop] to return to the Standby mode.**

Using the MP Tray

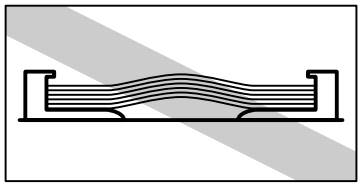
The MP (Multi-Purpose) tray can hold letter, legal, executive, A4, A5, and B5 paper sizes, and can hold up to approximately 100 sheets of paper (21 lb or 80 g/m^2). The MP tray can also hold nonstandard paper sizes, and envelopes. For details on the types of paper you can set on the MP tray, see “Available Paper Stock,” on p. 2-27. To use the MP tray as one of the input trays, you need to set MP TRAY to ‘USE’ in the PAPER SETTINGS menu. (See Chapter 5, “Summary of Important Settings.”)

Loading Paper into the MP Tray

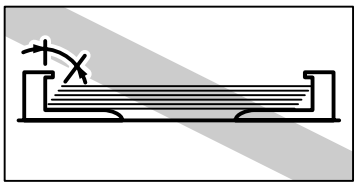
For high-quality printouts, we recommend using Canon standard 16 to 43 lb (60 to 163 g/m^2) weight paper for the MP tray.

IMPORTANT

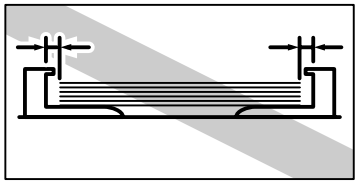
- Using print media that does not meet the paper’s requirements may cause severe paper jams, or result in the excessive mechanical wear of the machine.
- Do not use the following paper in the MP tray:
  - Moist paper
  - Paper that is wavy, curled, or damaged
  - Folded, clipped, or stapled paper
  - Paper with cut-outs or perforations
  - Paper containing materials that melt, vaporize, offset, discolor, or emit dangerous fumes at a temperature of 374˚F (190˚C) or higher
- Avoid pressing or applying excessive force on the MP tray, as this may cause damage.
- The paper stack must not exceed the paper limit mark.
- Do not load different sizes of paper in the MP tray at the same time.
- Do not add paper to the MP tray if paper is already loaded; incorrect paper feeding, or a paper jam may occur. Only add paper when the MP tray is empty.
- Do not set the paper guides so tight that the paper stack bends.
- You can set the paper of the widths from 3“ (76 mm) to 8 1/2” (216 mm).



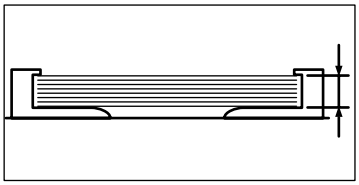
- Do not set the paper guides so loose that the paper stack is not evenly aligned.



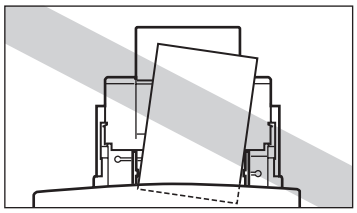
- Do not set the paper guides so loose that there is room between the guides and the paper.



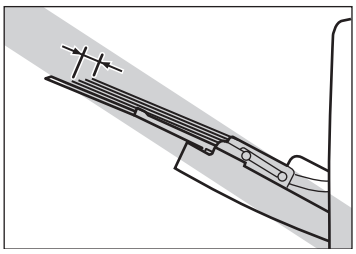
- Make sure that the paper stock is under the hook of the paper guides.



- Do not place the paper into the tray at an angle.



- Do not load fanned out paper. Make sure the edges of the paper stack are evenly aligned when loading.

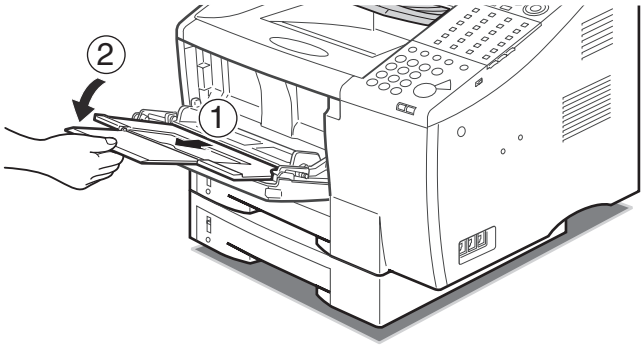


NOTE

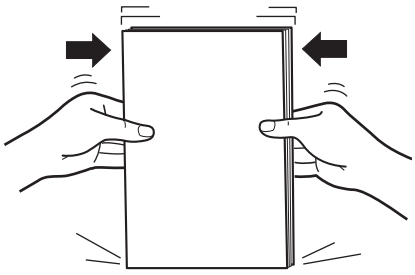
- If a printed page comes out of the machine all curled up, you can correct the problem by turning over the paper stack in the MP tray so that the bottom sheet in the stack is now at the top.
- If the leading edge of the paper is curled, straighten it out as much as possible before loading it into the tray.

1 **Open the MP tray using the handle on the panel.**

2 **Pull out the extension tray using the center grip ①, then flip open the support tray ②.**

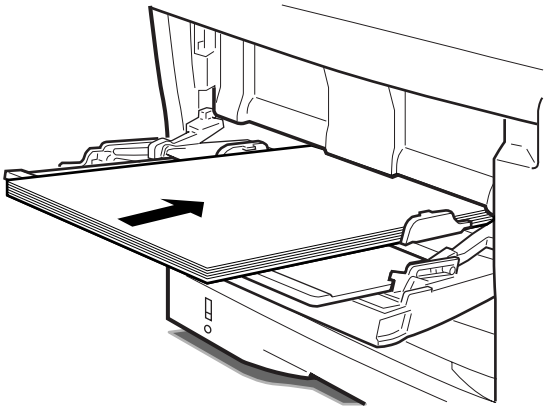


3 **Before you load paper into the MP tray, tap the edges of the stack to make sure the leading edge and sides of the stack are even.**

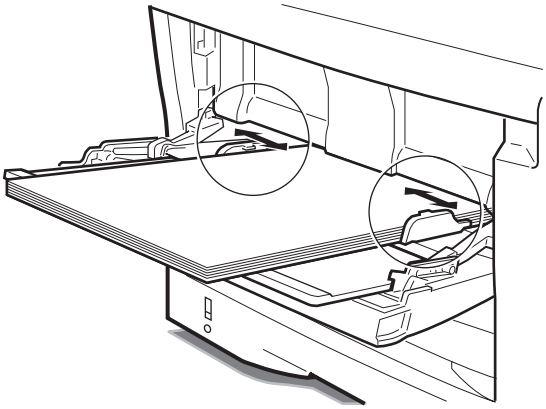


NOTE
The MP tray holds approximately 100 sheets of paper.

4 Insert the paper stack as far as it will go into the main unit, with the side you want to print on facing up, and the top edge of the paper heading into the main unit first.

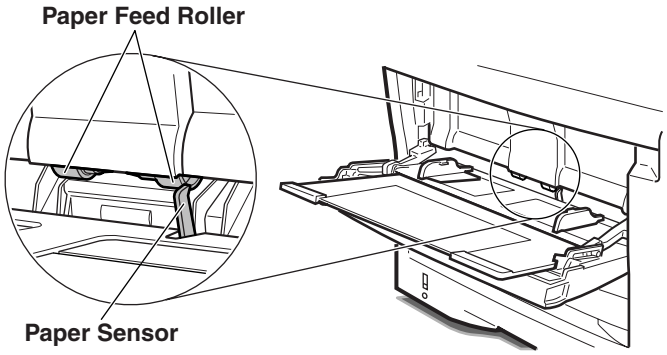


5 Adjust the paper guides to the size of the paper.

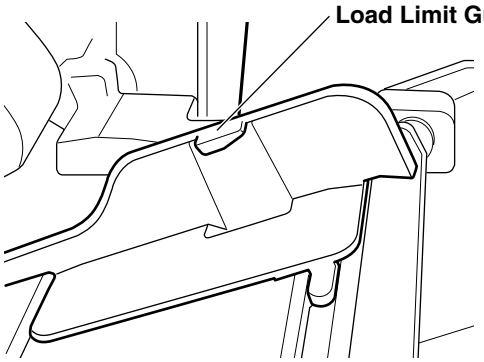


IMPORTANT

- Make sure that the leading edge of the paper is inserted all the way into the MP tray until it stops so that it is below the paper feed roller. The paper sensor for the MP tray is located to the right of the paper feed roller, when viewed from the front of the machine.

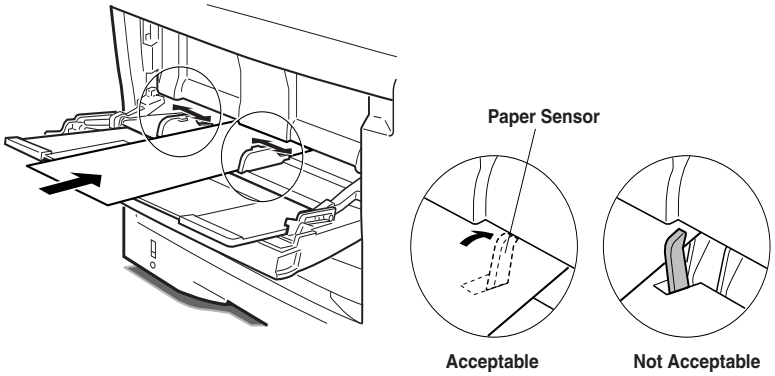


- Please note the following points when loading small size paper:
  - If the paper is not loaded correctly, the paper is not detected by the machine, and a message appears asking you to load paper into the MP tray.
  - Make sure that the paper stack is not higher than the load limit guides on the paper guides.



  - Make sure that the paper guides are set correctly. To print with the MP tray, you also need to select the paper size in the MP TRAY menu. (See Chapter 5, “Summary of Important Settings.”)
  - Make sure that the paper is loaded correctly, and that the leading edge is fully inserted into the main unit.

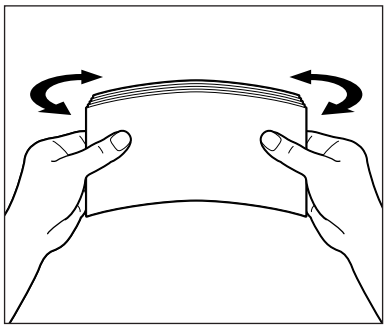
- Make sure that the leading edge of the paper is resting against the paper sensor.



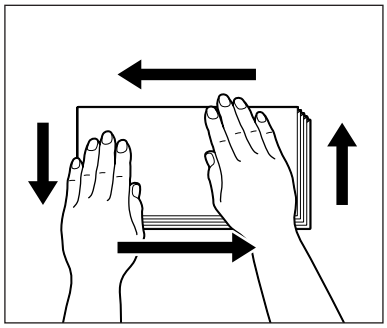
• To avoid damaging the MP tray, close it when it is not in use. Remove and store any remaining print media. Fold up the support tray, and gently push in the extension tray before closing the MP tray.

● To load envelopes into the MP Tray:

❑ Take five envelopes, loosen them as shown, and stack them together. Repeat this step five times for each set of five envelopes.



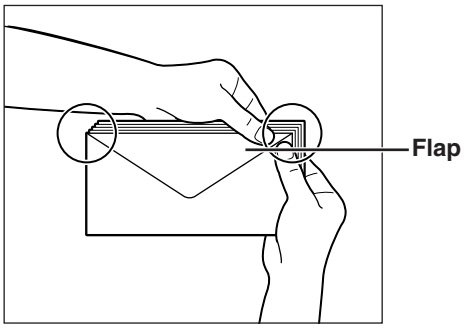
❑ Place the envelopes on a clean, level surface, and press all the way around the envelopes by hand, in the direction of the arrows, to remove any curls. Repeat this step five times for each set of five envelopes.



IMPORTANT

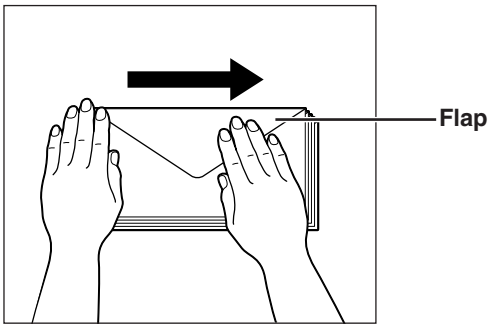
Take particular care to position the envelopes in the direction that they will be fed.

❏ Hold down the four corners of the envelopes firmly, so that they and the sealed or glued portion stay flat.

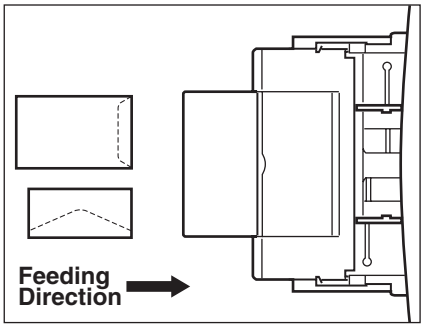


IMPORTANT

- Do not print on the underside of the envelopes (the side with the flap).
- If the envelopes become filled with air, flatten them by hand before loading them into the MP tray.



❏ Load the envelopes, as shown below.



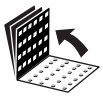
IMPORTANT

- Depending on the paper type or condition of the envelopes, the printing quality may deteriorate or a paper jam may occur. In such a case, it is recommended to change the type of envelopes.
- If you are printing data from a personal computer, always load the envelopes, as shown above.

Turning the MP Tray ON/OFF and Setting the Paper Size

To use the MP tray as one of the input trays, you need to select 'USE' for MP TRAY in the PAPER SETTINGS menu.

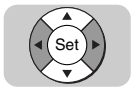
Follow the procedure below to set MP TRAY to 'USE' or 'DO NOT USE', and to select the paper size.



1 **Open all three one-touch speed dialing panels.**

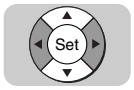
2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



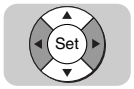
3 **Press [▼] or [▲] until <1. PAPER SETTINGS> appears → press [Set].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```
→
```
PAPER SETTINGS
 1.MP TRAY
```



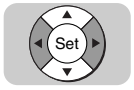
4 **Press [▼] or [▲] until <1. MP TRAY> appears → press [Set].**

```
PAPER SETTINGS
 1.MP TRAY
```
→
```
MP TRAY
              DO NOT USE
```



5 **Press [▼] or [▲] to display <USE> → press [Set].**

```
MP TRAY
                  USE
```
→
```
MP PAPER SIZE
                  LTR
```



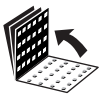
6 **Press [▼] or [▲] to select the paper size you are loading into the MP tray → press [Set].**

```
MP PAPER SIZE
                   A4
```
→
```
PAPER SETTINGS
 2.CASSETTE 1
```

7 **Press [Stop] to return to the Standby mode.**

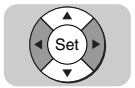
Setting the Paper Type for the MP Tray

You can set the paper type you use on the MP Tray after you set MP TRAY to 'USE'.



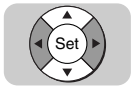
1 **Open all three one-touch speed dialing panels → press [Data Registration] → [▼] or [▲] until <1.PAPER SETTINGS> appears → press [Set].**

If necessary, see steps 1 to 3 of "Turning the MP Tray ON/OFF and Setting the Paper Size," on p. 2-24.



2 **Press [▼] or [▲] until <4. PAPER TYPE> appears → press [Set].**

PAPER SETTINGS 4.PAPER TYPE	→	PAPER TYPE PLAIN PAPER



3 **Press [▼] or [▲] to select <PLAIN PAPER>, <HEAVY PAPER>, <THIN PAPER>, or <HEAVY PAPER H> → press [Set].**

<PLAIN PAPER>: Select when using use plain paper.

<HEAVY PAPER>: Select when using heavyweight paper.

<THIN PAPER>: Select when using thin paper, such as tracing paper.

<HEAVY PAPER H>: Select when using heavyweight paper and you realize that the quality of printouts is poor using <HEAVY PAPER>.

PAPER TYPE PLAIN PAPER	→	ADDITIONAL FUNCTIONS 2.COMMON SETTINGS

4 **Press [Stop] to return to the Standby mode.**

Available Paper Stock

Paper types which can be used with this machine are shown in the following table.

Paper Type	Available Loading Place (Paper Set Place)	
	Paper Cassette	MP Tray
Plain *1	✔	✔
Heavy *2	✔	✔
Recycled *1	✔	✔
Colored	✔	✔
Bond	✔	✔
Thin	–	✔
Envelope	–	✔

*1 17 to 24 lb bond (64 to 90 g/m^2)

*2 24 to 32 lb bond (90 to 128 g/m^2)

✓ : Available

– : Unavailable

IMPORTANT

It is recommended not to use the back side of preprinted paper. It may cause a paper jam.

Paper Size		Length x Width	Available Loading Place (Paper Set Place)		
			Paper Cassette (250 sheets)	Paper Cassette (500 sheets)	MP Tray
A4		11 11/16" x 8 1/4" (297 mm x 210 mm)	✔	✔	✔
A5		8 1/4" x 5 7/8" (210 mm x 148 mm)	✔	–	✔
B5		10 1/8" x 7 3/16" (257 mm x 182 mm)	✔	–	✔
EXECUTIVE		10 1/2" x 7 1/4" (267 mm x 184 mm)	✔	–	✔
LGL		14" x 8 1/2" (356 mm x 216 mm)	✔	–	✔
LTR		11" x 8 1/2" (279 mm x 216 mm)	✔	✔	✔
Envelope	ISO-C5	9" x 6 3/8" (229 mm x 162 mm)	–	–	✔
	ISO-B5	9 7/8" x 7" (250 mm x 176 mm)	–	–	✔
	COM10	9 1/2" x 4 1/8" (241.3 mm x 104.7 mm)	–	–	✔
	DL	8 5/8" x 4 1/4" (220 mm x 110 mm)	–	–	✔
	Monarch	7 1/2" x 3 7/8" (190.5 mm x 98.4 mm)	–	–	✔
Free Size		5" x 3" to 14" x 8 1/2" (127 mm x 76 mm to 356 mm x 216 mm)	–	–	✔

✓: Available

– : Unavailable

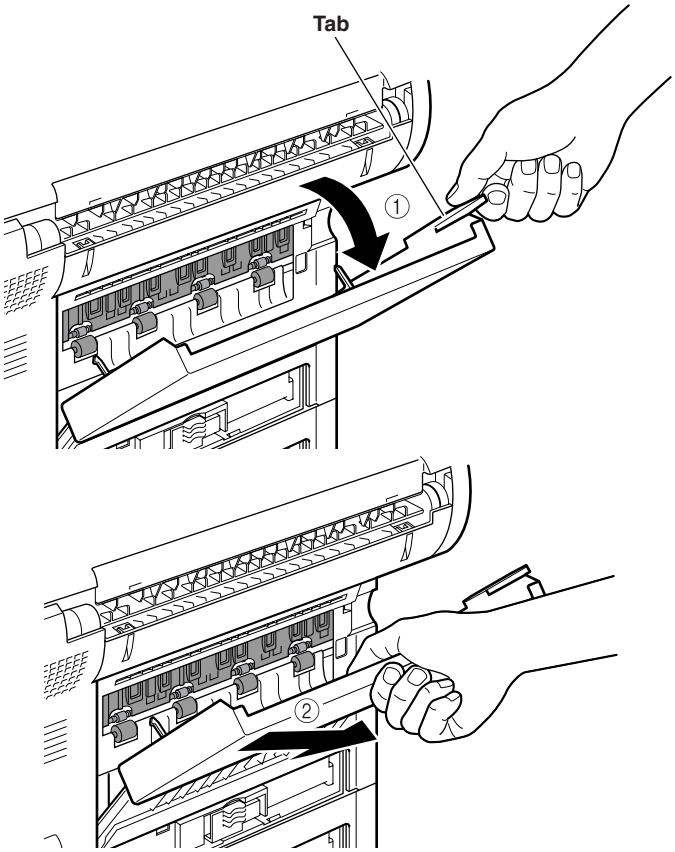
NOTE

- For instructions on how to load paper, see the following pages:
  - Paper Cassette: “Loading Paper into the Paper Cassettes,” on p. 1-40.
  - MP Tray: “Using the MP Tray,” on p. 2-15.
- The paper sizes that can be used for Report function are letter, legal, and A4.
- The paper sizes that can be used for fax function are letter, legal, A4, A5, and B5.

Using the Face-Up Tray

To select face up delivery, pull down the face-up tray. The machine automatically switches to face up delivery. The face-up tray is particularly useful for heavier paper.

To open the face-up tray, take hold of its tab, and pull down the tray ①. Grasp the end of the face-up tray, and pull it out until it locks ②.



Using the Optional Dual Line

The optional Dual-Line Upgrade Kit enables you to connect two telephone lines to the machine at the same time. This section describes how to connect the telephone lines to the Dual-Line Upgrade Kit, and set up and use the dual-line.

Connecting Two Telephone Lines

The Dual-Line Upgrade Kit must be installed inside the main unit by a qualified service technician. For details, contact your local authorized Canon dealer.

IMPORTANT

With the Dual-Line Upgrade Kit installed, if you have installed the optional handset, you will not be able to use it for voice telephone communication on Line 2.

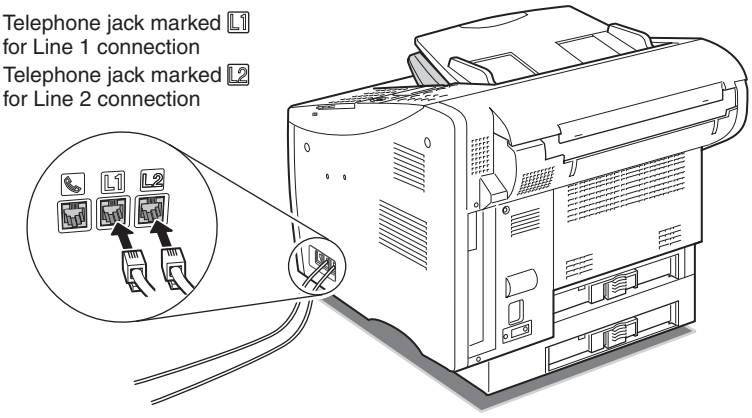
1 Make sure you have two RJ11-C wall jacks.

If you need assistance, contact your local authorized Canon dealer or telephone company.

2 Locate the telephone line jacks (L1, L2) on the right side of the main unit.

The jack marked L1 is for Line 1, and the jack marked L2 is for Line 2.

3 Connect one end of the telephone line for Line 1 to the jack marked L1, and connect one end of the telephone line for Line 2 to the jack marked L2.



4 Connect the other end of the two telephone lines to the wall telephone jacks.

How the Two Telephone Lines Operate

The machine uses the two telephone lines in different ways.

- Line 1, connected to the telephone jack (on the right side of the main unit) marked L1, can be used for all communications provided by the machine.
- Line 2, connected to the telephone jack (on the right side of the main unit) marked L2, cannot be used for the following features:

Disabled Feature	Description
MANUAL SENDING	Sending documents manually (See Chapter 3, "Sending Documents," in the *Facsimile Guide.*)
MANUAL RECEIVING	Receiving documents manually (See Chapter 4, "Receiving Documents," in the *Facsimile Guide.*)
TALK	Voice telephone communication (See Chapter 10, "Other Special Features," in the *Facsimile Guide.*)
REMOTE RX	Changing the Remote Receive ID (See Chapter 4, "Receiving Documents," in the *Facsimile Guide.*)

- You can select which line is to be used for priority sending when both lines are open.
- If Line 1 is busy receiving a document transmission, even if Line 2 is open, you cannot send or receive another document transmission manually.
- Even if another party calls you on Line 2, you cannot receive the telephone call for voice communication.

Registering Telephone Numbers for the Lines

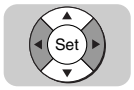
The telephone numbers that you register using the procedure below appear on the LCD display of the other party's fax machine during document transmissions, and appear in printed reports and lists.

Follow this procedure to register telephone numbers for both lines connected to the Dual-Line Upgrade Kit.

1 Open all three one-touch speed dialing panels.

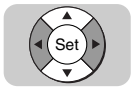
2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



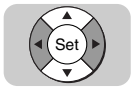
3 **Press [▼] or [▲] until <3. FAX SETTINGS> appears → press [Set].**

```
ADDITIONAL FUNCTIONS
 3.FAX SETTINGS
```
→
```
FAX SETTINGS
 1.USER SETTINGS
```



4 **Press [▼] or [▲] until <1.USER SETTINGS> appears → press [Set].**

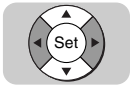
```
FAX SETTINGS
 1.USER SETTINGS
```
→
```
USER SETTINGS
 1.TEL LINE SETTINGS
```



5 **Press [▼] or [▲] until <1.TEL LINE SETTINGS> appears → press [Set].**

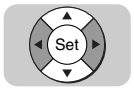
```
USER SETTINGS
 1.TEL LINE SETTINGS
```
→
```
LINE SELECTION
 1.LINE 1
```

NOTE
After the Dual-Line Upgrade Kit is installed, <LINE SELECTION> is added to the TEL LINE SETTINGS menu.



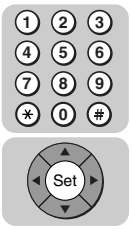
6 **Press [▼] or [▲] until <1.LINE 1> appears → press [Set].**

```
LINE SELECTION
 1.LINE 1
```
→
```
TEL LINE SETTINGS
 1.USER TEL NO.
```



7 **Press [▼] or [▲] until <1.USER TEL NO. > appears → press [Set].**

```
TEL LINE SETTINGS
 1.USER TEL NO.
```
→
```
USER TEL NO.
TEL=
```



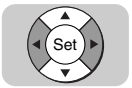
8 Enter the telephone number for Line 1 (up to 20 digits) using the numeric keys → press [Set].

Data Entry Keys:

Key	Description
0 - 9	Enters a number.
Space	Enters a space (spaces are optional).
+	Enters a plus (+) sign in the telephone number.
Delete	Deletes the rightmost digit of the number you are entering so you can enter a new digit.
Clear	Clears the entire entry if you want to start again.

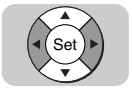
```
USER TEL NO.
          12345678
```
→
```
TEL LINE SETTINGS
 2.TEL LINE TYPE
```

The message <DATA ENTRY OK> appears on the LCD display for a few seconds.



9 Press [▼] or [▲] until <2.TEL LINE TYPE> appears → press [Set].

```
TEL LINE SETTINGS
 2.TEL LINE TYPE
```
→
```
TEL LINE TYPE
          TOUCH TONE
```

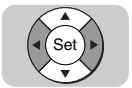


10 Press [▼] or [▲] to select <TOUCH TONE> or <ROTARY PULSE> → press [Set].

```
TEL LINE TYPE
          TOUCH TONE
```
→
```
TEL LINE SETTINGS
 3.TX START SPEED
```

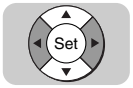
NOTE

The machine is set to operate through a touch tone line without making any adjustments.



11 Press [▼] or [▲] until <3.TX START SPEED> appears → press [Set].

```
TEL LINE SETTINGS
 3.TX START SPEED
```
→
```
TX START SPEED
          33600bps
```

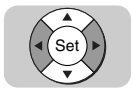


12 **If you want to change the transmission start speed, press [▼] or [▲] to select the desired transmission speed → press [Set].**

TX START SPEED 14400bps	→	TEL LINE SETTINGS 4.RX START SPEED

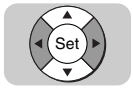
NOTE

If your document transmissions are slow in starting, this may mean that the telephone lines in your area are in poor condition. Select a slower speed. You can select '33600bps', '14400bps', '9600bps', '7200bps', '4800bps', or '2400bps'.



13 **Press [▼] or [▲] until <4.RX START SPEED> appears → press [Set].**

TEL LINE SETTINGS 4.RX START SPEED	→	RX START SPEED 33600bps

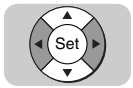


14 **If you want to change the reception start speed, press [▼] or [▲] to select the desired reception speed → press [Set].**

RX START SPEED 14400bps	→	LINE SELECTION 2.LINE 2

NOTE

If your document receptions are slow in starting, this may mean that the telephone lines in your area are in poor condition. Select a slower speed. You can select '33600bps', '14400bps', '9600bps', '7200bps', '4800bps', or '2400bps'.



15 **Press [▼] or [▲] until <2. LINE 2> appears → press [Set].**

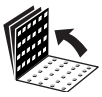
LINE SELECTION 2.LINE 2	→	TEL LINE SETTINGS 1.USER TEL NO.

16 **Enter the telephone number, select the telephone line type, and set the transmission and reception start speed for Line 2 in the same manner as described in steps 7 to 14.**

17 Press [Stop] to return to the Standby mode.

Setting the TX Line Priority

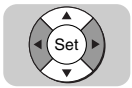
This section describes how to set the TX line priority of the two lines. You can set to have the machine automatically select the line or you can manually select the line when you send a fax.



1 Open all three one-touch speed dialing panels.

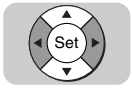
2 Press [Data Registration].

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



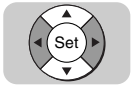
3 Press [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].

```
ADDITIONAL FUNCTIONS
 3.FAX SETTINGS
```
→
```
FAX SETTINGS
 1.USER SETTINGS
```



4 Press [▼] or [▲] until <1.USER SETTINGS> appears → press [Set].

```
FAX SETTINGS
 1.USER SETTINGS
```
→
```
USER SETTINGS
 1.TEL LINE SETTINGS
```

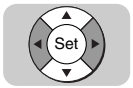


5 Press [▼] or [▲] until <8.TX LINE SELECTION> appears → press [Set].

```
USER SETTINGS
 8.TX LINE SELECTION
```
→
```
TX LINE SELECTION
                AUTO
```

NOTE

This setting is available only after the optional Dual-Line Upgrade Kit is installed on your machine.



6 Press [▼] or [▲] to display the desired setting → press [Set].

The TX LINE SELECTION menu includes the following items:

Item	Description
TX LINE SELECTION	You can select a preferred line for sending faxes or disable the transmission of outgoing faxes altogether.
1.AUTO*	The machine selects the idle line automatically. You can preset which line has the priority when both lines are idle.
1.LINE 1 PRIMARY SECONDARY PROHIBIT TX	PRIMARY: The specified line will be preferably used for outgoing faxes when both lines are available.
2.LINE 2 PRIMARY SECONDARY PROHIBIT TX	SECONDARY: The specified line will be used for outgoing faxes when line priority line is in use. PROHIBIT TX: The specified line will never be used for outgoing faxes.
2.MAN.	
1.DEFAULT TEL LINE 1.LINE 1 2.LINE 2	You can select the line to be used manually when sending a fax by pressing [Fax/I-Fax]. The line you set here is automatically used if you do not select a line manually.

An asterisk (*) indicates the default setting.

7 When you are finished, press [Stop] to return to the Standby mode.

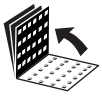
Switching Between the Two Lines

When you set <TX LINE SELECTION> to 'MAN.', you can switch between Line 1 and 2 by simply pressing [Fax/I-Fax] on the operation panel.

Using the Energy Saver Mode

You can set the machine to enter a low energy sleep mode after it remains idle for a specified length of time. This ensures that the machine consumes less power when it is not being used.

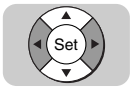
Turning the Energy Saver Feature ON



1 **Open all three one-touch speed dialing panels.**

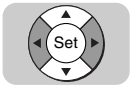
2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



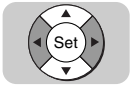
3 **Press [▼] or [▲] until <5. TIMER SETTINGS> appears → press [Set].**

```
ADDITIONAL FUNCTIONS
 5.TIMER SETTINGS
```
→
```
TIMER SETTINGS
 1.DATE/TIME SETTING
```



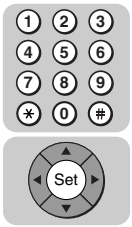
4 **Press [▼] or [▲] until <3. ENERGY SAVER> appears → press [Set].**

```
TIMER SETTINGS
 3.ENERGY SAVER
```
→
```
ENERGY SAVER
                OFF
```



5 **Press [▼] or [▲] to display <ON> → press [Set].**

```
ENERGY SAVER
                ON
```
→
```
ENERGY SVR TIME
             03MIN.
```



6 Enter a number for the time (from 03 to 30 minutes) using the numeric keys that you want the machine to remain idle before it automatically enters the low energy sleep mode → press [Set].

You can also press [▼] or [▲] to specify the time.

```
ENERGY SVR TIME
              30MIN.
```
→
```
TIMER SETTINGS
 4.DAILY TIMER SET
```

7 Press [Stop] to return to the Standby mode.

After the machine enters the Energy Saver mode, only the Energy Saver indicator on the operation panel remains lit in green, while the LCD display is turned off.

NOTE

To enter the Energy Saver mode manually, press (Energy Saver).

Returning to the Full Power Mode

When the machine is in the Energy Saver mode, the Energy Saver indicator lights in green.

To restore the Full Power mode, press [Energy Saver]. While the machine is powering up, the message <PLEASE WAIT> is displayed for a few seconds.

```
PLEASE WAIT
```

The following actions automatically restores the Full Power mode:

- Receiving a document
- Printing an Activity Management report preset for printing
- Answering a call
- Dialing another machine to perform preset polling

You can awaken the machine from the low energy sleep mode by:

- Pressing [Energy Saver]
- Placing an original on the machine for sending or copying

The machine does not enter the Energy Saver mode in the following cases:

- If documents are stored in memory
- If a document or paper jam has occurred, the paper cassettes have run out of paper, or if the toner cartridge has run out of toner
- If a document has been fed into the ADF (Automatic Document Feeder)
- If you set the machine to print an Activity Management report at a preset time
- If the machine is set to poll another machine within three minutes or less, or is receiving a document by preset polling

NOTE

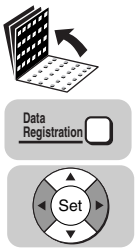
- While the machine is powering up, you can perform any operation.
- To put the machine into the Energy Saver mode manually, press (Energy Saver).

Setting the Daily Timer

This section describes the procedure to set the time that the machine automatically enters the Energy Saver mode for each day of the week.

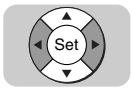
NOTE

If the current date and time are not set correctly, the Daily Timer will not function correctly.



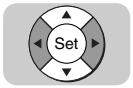
1 Open all three one-touch speed dialing panels → press [Data Registration] → [▼] or [▲] until <5.TIMER SETTINGS> appears → press [Set].

If necessary, see steps 1 to 3 of "Turning the Energy Saver Feature ON," on p. 2-37.

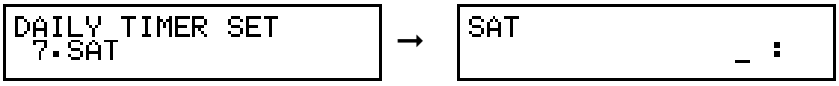


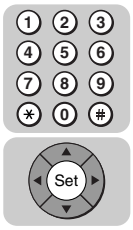
2 Press [▼] or [▲] until <4.DAILY TIMER SET> appears → press [Set].

```
TIMER SETTINGS
 4.DAILY TIMER SET
```
→
```
DAILY TIMER SET
 1.SUN
```

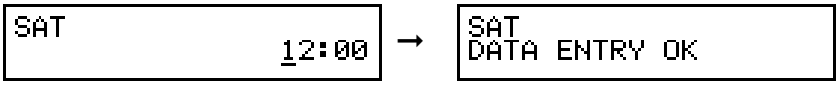


3 Press [▼] or [▲] to select a day of the week for which you want to set the daily timer → press [Set].





4 Enter the time in 24-hour notation (e.g., 1:00 p.m. as 13:00) using the numeric keys → press [Set].



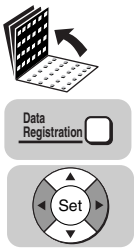
NOTE
- If you want to clear the time you have set, repeat the procedure from the beginning → press (C) (Clear) at this step → press (Set) (Set).
- To end the procedure and return to the Standby mode, press (Stop) (Stop).

5 Repeat steps 2 and 4 to set the daily timer for other days of the week.

6 When you are finished, press [Stop] to return to the Standby mode.

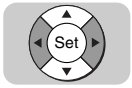
Setting the Auto Clear

If the machine remains idle for a certain period of time, the display returns to the Standby mode (Auto Clear function). Auto Clear Time can be set from 1 to 9 minutes in one minute increments, and can also be set to 'OFF'.



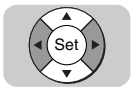
1 Open all three one-touch speed dialing panels → press [Data Registration] → [▼] or [▲] until <5.TIMER SETTINGS> appears → press [Set].

If necessary, see steps 1 to 3 of "Turning the Energy Saver Feature ON," on p. 2-37.



2 Press [▼] or [▲] until <2.AUTO CLEAR> appears → press [Set].

TIMER SETTINGS 2.AUTO CLEAR	→	AUTO CLEAR ON

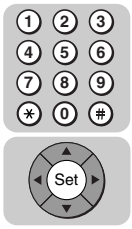


3 Press [▼] or [▲] to select <OFF> or <ON> → press [Set].

If you want to use the Auto Clear function, select <ON>, and proceed to step 4.

If you do not want to use the Auto Clear function, select <OFF>, and proceed to step 5.

AUTO CLEAR ON	→	AUTO CLEAR TIME 2MIN.



4 Enter the desired time period using the numeric keys → press [Set].

You can also press [▼] or [▲] to specify the time.

The Auto Clear Time settings are from 1 to 9 minutes (in one minute increments).

AUTO CLEAR TIME 4MIN.	→	TIMER SETTINGS 3.ENERGY SAVER

5 Press [Stop] to return to the Standby mode.

Checking/Canceling a Job

3
CHAPTER

This chapter describes various methods of confirming and canceling fax and copying jobs.

Flow of Checking Operations 3-2
Canceling a Job 3-4
Canceling with the Stop key. 3-4
Canceling from the Monitor Screen 3-5

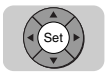
Flow of Checking Operations

If you press [Monitor], the job status display appears. You can check the status of fax jobs or copy jobs on the LCD display.

1 Press [Monitor].

```
FAX MONITOR
1. FAX
```

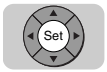
● **To check the fax jobs:**



❑ Press [Set].

```
FAX MONITOR
 1.RX/TX STATUS
```

If you want to check the transaction results, press [◀] or [▶] to display <2.TX/RX RESULTS>.



❑ Press [Set].

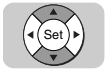
```
18:09 5003 RX OK
          0311111111
```

```
--:-- 0003 TX TRM...
            123 4567
```

The fax jobs appear on the LCD display.

To scroll through the list of the jobs, press [▼] or [▲].

● **To check the copy jobs:**



❑ Press [◀] or [▶] to display <2. COPY> → press [Set].

```
FAX MONITOR
2. COPY
```

→

```
COPY STATUS
*0001  12:15  01×05
```

The recent job appears on the LCD display.

To scroll through the list of the jobs, press [▼] or [▲].

NOTE

The Monitor screen does not appear during scanning.

2 Press [Stop] to return to the Standby mode.

Canceling a Job

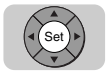
You can cancel a job in two ways.

Canceling with the Stop key

1 Press [Stop].

● **If you press [Stop] during scanning:**

```
STOP KEY PRESSED
PRESS SET KEY
```



❑ Press [Set].
The scanning stops and the job will be canceled.

● **If there is only one job being processed:**

❑ Press [∗].
If you do not want to cancel the job, press ⓐ (#).

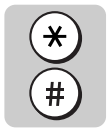
```
CANCEL DURING TX/RX?
YES=(*)   NO=(#)
```

```
CANCEL COPYING?
YES=(*)   NO=(#)
```

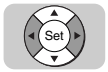
The job is canceled.

● **If there are multiple jobs:**

```
STOP KEY PRESSED
FAX=(*)  COPY=(#)
```



❑ Press [∗] or [#] to select the job you want to cancel → press [∗].



❑ If the prompt <SELECT JOB TO CANCEL> appears, press [▼] or [▲] to select a job → press [Set].

```
CANCEL COPYING?
 0005  02:05  01x99
```
→
```
CANCEL COPYING?
YES=(*)   NO=(#)
```

❑ Press [∗].

If you do not want to cancel the job, press ⓗ (#).

```
CANCEL DURING TX/RX?
YES=(*)   NO=(#)
```
```
CANCEL COPYING?
YES=(*)   NO=(#)
```

The selected job will be canceled.

NOTE

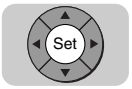
You cannot select multiple jobs and cancel them all at once. When canceling multiple jobs, select and cancel one by one.

Canceling from the Monitor Screen

You can cancel a job during printing or while it is waiting to be processed.

1 Display the job you want to cancel.

If necessary, see step 1 of "Flow of Checking Operations," on p. 3-2.



2 Press [Set].

When canceling a fax transaction

```
CANCEL DURING TX/RX?
YES=(*)   NO=(#)
```

When canceling a copy job

```
CANCEL COPYING?
YES=(*)   NO=(#)
```

3 Press [∗].

If you do not want to cancel the job, press ⓗ (#).

The selected job will be canceled.

Restricting the Use of the Machine

4

CHAPTER

This chapter describes how to protect the machine from unauthorized access. Some of these features also enable you to keep track of fax transactions based on division numbers or user access codes that you can assign to individuals or sections inside your company.

Setting and Using the System Administrator's ID and Password 4-2
- Setting the System Administrator's ID and Password 4-2
- Changing/Canceling the System Administrator's ID and Password 4-4

Restricting Machine Operation 4-6
- Setting Operation Restrictions 4-6
- Turning Restrictions OFF or ON 4-10
- Restricting the Use of the Telephone 4-12
- Operating the Machine with Restrictions ON 4-13
- Checking and Clearing the Counter Information 4-14

Using Memory Lock 4-17
- Setting a Time and Password for Memory Lock 4-17
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Setting Up and Using PIN Codes 4-22
- Setting a PIN Code 4-22
- Dialing with a PIN Code after the Number 4-24
- Dialing with a PIN Code before the Number 4-26
- Setting PIN Code Access for Speed Dialing 4-27
- Using Speed Dialing with PIN Code Access 4-29
- Forced PIN Code Access 4-31

Setting and Using the System Administrator's ID and Password

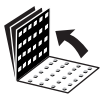
The system administrator's ID and password protect all the settings in the System Settings menu.
You need to enter the System Administrator's ID and password when you are using Department ID management and want to operate the machine as the System Administrator. In this case, you do not need to enter the System Administrator's password when accessing the SYSTEM SETTINGS menu. Otherwise, you need to enter the System Administrator's password every time you enter the SYSTEM SETTINGS menu.

IMPORTANT

If you fail to create and safeguard the System Administrator's ID and password, anyone can open the System Settings menu and change or disable the settings.

Setting the System Administrator's ID and Password

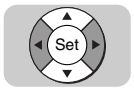
Follow this procedure to set the System Administrator's ID and password.



1 Open all three one-touch speed dialing panels.

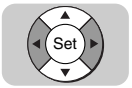
2 Press [Data Registration].

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



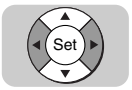
3 Press [▼] or [▲] until <6.SYSTEM SETTINGS> appears → press [Set].

```
ADDITIONAL FUNCTIONS
 6.SYSTEM SETTINGS
```
→
```
SYSTEM SETTINGS
 1.SYS. ADMIN. INFO
```



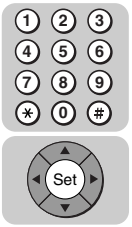
4 **Press [▼] or [▲] until <1. SYS. ADMIN. INFO> appears → press [Set].**

SYSTEM SETTINGS 1.SYS. ADMIN. INFO	→	SYS. ADMIN. INFO 1.SYS. ADMIN. ID



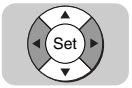
5 **Press [▼] or [▲] until <1. SYS. ADMIN. ID> appears → press [Set].**

SYS. ADMIN. INFO 1.SYS. ADMIN. ID	→	SYS. ADMIN. ID



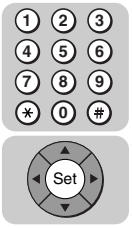
6 **Enter a System Administrator's ID of up to seven digits (from 1 to 9999999) using the numeric keys → press [Set].**

SYS. ADMIN. ID 1234567	→	SYS. ADMIN. INFO 2.SYSTEM PASSWORD



7 **Press [▼] or [▲] until <2. SYSTEM PASSWORD> appears → press [Set].**

SYS. ADMIN. INFO 2.SYSTEM PASSWORD	→	SYSTEM PASSWORD



8 **Enter a System Administrator's password of up to seven digits (from 1 to 9999999) using the numeric keys → press [Set].**

SYSTEM PASSWORD 7654321	→	SYS. ADMIN. INFO 3.E-MAIL ADDRESS

9 **Record the System Administrator's ID and password, and store it in a safe location.**

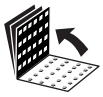
NOTE

You need to enter the System Administrator's ID and password when you are using Department ID management and want to operate the machine as the System Administrator. In this case, you do not need to enter the System Administrator's password when accessing the SYSTEM SETTINGS menu. Otherwise, you need to enter the System Administrator's password every time you enter the SYSTEM SETTINGS menu.

10 Press [Stop] to return to the Standby mode.

Changing/Canceling the System Administrator's ID and Password

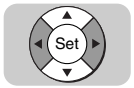
Follow this procedure to change or cancel the System Administrator's ID and password.



1 Open all three one-touch speed dialing panels.

2 Press [Data Registration].

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



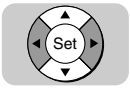
3 Press [▼] or [▲] until <6.SYSTEM SETTINGS> appears → press [Set].

```
ADDITIONAL FUNCTIONS
 6.SYSTEM SETTINGS
```
→
```
SYSTEM SETTINGS
PASSWORD      _
```

4 Enter the current System Administrator's password using the numeric keys → press [Set].

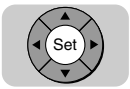
The current password is not displayed as you enter it.

```
SYSTEM SETTINGS
PASSWORD      *******
```
→
```
SYSTEM SETTINGS
 1.SYS. ADMIN. INFO
```



5 **Press [▼] or [▲] until <1. SYS. ADMIN. INFO> appears → press [Set].**

SYSTEM SETTINGS 1.SYS. ADMIN. INFO	→	SYS. ADMIN. INFO 1.SYS. ADMIN. ID



6 **Press [Set] and [Clear] to cancel or change the System Administrator's ID.**

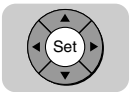
You can also enter '0' to delete the System Administrator's ID.

If you are canceling the System Administrator's ID, the setting is completed. Proceed to step 8.

SYS. ADMIN. ID 1234567	→	SYS. ADMIN. ID

NOTE

- If you are canceling the System Administrator's ID, just press (Set) (Set) → proceed to step 8.
- When you cancel the System Administrator's ID, the system password is also canceled.



7 **Enter a new System Administrator's ID and password of up to seven digits (from 1 to 9999999) using the numeric keys → press [Set].**

For details about entering the System Administrator's ID and password, refer to steps 5 to 8 of "Setting the System Administrator's ID and Password," on p. 4-2.

The new password is displayed as you enter it.

SYSTEM PASSWORD 7654321	→	SYS. ADMIN. INFO 3.E-MAIL ADDRESS

8 **Press [Stop] to return to the Standby mode.**

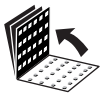
Restricting Machine Operation

This section describes how to restrict the operations of the machine. We first show you how to set the department ID and password to restrict the sending and copying operations. Then we show you how to temporarily turn ON or OFF the restrictions, how to restrict the use of the telephone, and how to operate the machine with restrictions ON. Finally, we show you how to manage the counter information.

Setting Operation Restrictions

You can create up to 100 Department IDs and passwords to restrict sending operations on the machine. Follow this procedure to restrict the access to all of these features:

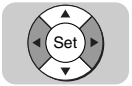
- Sending documents
- Copying documents, and manually printing fax reports and documents received/ stored in memory
- Using the telephone for voice communication



1 **Open all three one-touch speed dialing panels.**

2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



3 **Press [▼] or [▲] until the <6.SYSTEM SETTINGS> appears → press [Set].**

The display for entering the System Administrator's password appears if you set the Department ID management. (See "Setting and Using the System Administrator's ID and Password," on p. 4-2.)

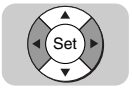
```
ADDITIONAL FUNCTIONS
 6.SYSTEM SETTINGS
```
→
```
SYSTEM SETTINGS
PASSWORD      _
```

4 **If the prompt <PASSWORD> is displayed, enter the System Administrator's password using the numeric keys → press [Set].**

SYSTEM SETTINGS PASSWORD *******	→	SYSTEM SETTINGS 1.SYS. ADMIN. INFO

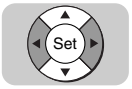
5 **Press [▼] or [▲] until <2.DEPT.ID MANAGEMNT> appears → press [Set].**

SYSTEM SETTINGS 2.DEPT.ID MANAGEMNT	→	DEPT.ID MANAGEMNT ON



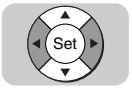
6 **Press [▼] or [▲] to display <ON> → press [Set].**

DEPT.ID MANAGEMNT ON	→	DEPT.ID MANAGEMNT 1.DEPT. ID ENTRY



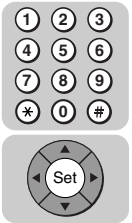
7 **Press [▼] or [▲] until <1. DEPT. ID ENTRY> appears → press [Set].**

DEPT.ID MANAGEMNT 1.DEPT. ID ENTRY	→	DEPT. ID ENTRY 00:



8 **Press [▼] or [▲] to select the number to which the department will be designated → press [Set].**

DEPT. ID ENTRY 07:	→	DEPT. ID ENTRY

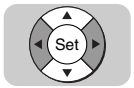


9 **Enter the Department ID of up to seven digits using the numeric keys → press [Set].**

DEPT. ID ENTRY 1234567	→	DEPT.ID SETUP 1.PASSWORD

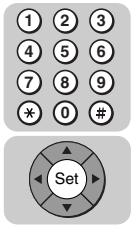
NOTE

- You can set the Department ID from 1 to 9999999. If you set the Department ID as '111', it will be shown as <0000111>. When you are requested to enter the Department ID, however, it is sufficient to enter '111'.
- You can delete the numbers you entered by pressing Ⓒ (Clear).



10 **Press [▼] or [▲] until <1. PASSWORD> appears → press [Set].**

DEPT.ID SETUP 1.PASSWORD	→	PASSWORD

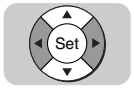


11 **Enter the password for the department of up to seven digits using the numeric keys → press [Set].**

PASSWORD 1234567	→	DEPT.ID SETUP 2.COPY LIMITS

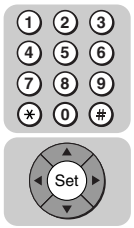
NOTE

- If you do not want to enter a password so you can use only the Department ID for transactions, just press (Set) (Set) → proceed to the next step.
- If you set only the Department ID, you have to enter only the Department ID when you operate the machine.



12 **If you want to set the copy limit, press [▼] or [▲] until <2. COPY LIMITS> appears → press [Set].**

DEPT.ID SETUP 2.COPY LIMITS	→	COPY LIMITS 0

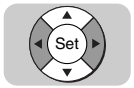


13 **Enter the maximum number of pages that can be copied or printed by the registered department using the numeric keys → press [Set].**

COPY LIMITS 100000	→	DEPT.ID SETUP 3.TX LIMITS

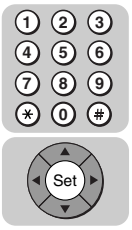
NOTE

- You can set the copy limit from 0 to 999999.
- If you set the copy limit to 0, no copying operation can be performed by the department.



14 **If you want to set the transmission limits, press [▼] or [▲] until <3. TX LIMITS> appears → press [Set].**

DEPT.ID SETUP 3.TX LIMITS	→	TX LIMITS 0

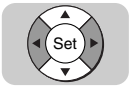


15 Enter the maximum number of pages that can be sent by the registered department using the numeric keys → press [Set].

```
TX LIMITS                    →   DEPT.ID SETUP
          100000                  4.SELECT SENDER
```

NOTE

- You can set the TX limit from 0 to 999999.
- If you set the TX limit to 0, no transmission can be performed by the department.

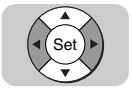


16 If you want to assign a sender's name for the department, press [▼] or [▲] until <4. SELECT SENDER> appears → press [Set].

```
DEPT.ID SETUP                →   SELECT SENDER
 4.SELECT SENDER                  00:
```

NOTE

To use this feature, you have to register the sender's names first. (See Chapter 1, "Before You Use This Machine," in the *Facsimile Guide*.) The sender name will be printed on the document sent by the department as TX terminal ID.



17 Press [▼] or [▲] to select a sender's name → press [Set].

```
SELECT SENDER                →   DEPT. ID ENTRY
 01:S.ROBERTS                     08:
```

18 Repeat steps 8 to 17 to set restrictions for other Department IDs and passwords.

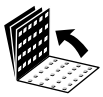
19 When you are finished, press [Stop] to return to the Standby mode.

NOTE

To operate the machine with restrictions 'ON', see "Operating the Machine with Restrictions ON," on p. 4-13.

Turning Restrictions OFF or ON

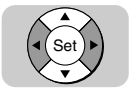
Follow this procedure to turn 'OFF' or 'ON' the printing, copying and sending restrictions temporarily without changing the Department ID Management settings.



1 **Open all three one-touch speed dialing panels.**

2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```

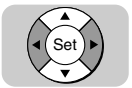


3 **Press [▼] or [▲] until <6.SYSTEM SETTINGS> appears → press [Set].**

```
ADDITIONAL FUNCTIONS
 6.SYSTEM SETTINGS
```
→
```
SYSTEM SETTINGS
PASSWORD     _
```

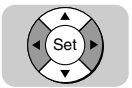
4 **If the prompt <PASSWORD> is displayed, enter the System Administrator's password using the numeric keys → press [Set].**

```
SYSTEM SETTINGS
PASSWORD     *******
```
→
```
SYSTEM SETTINGS
 1.SYS. ADMIN. INFO
```



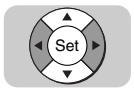
5 **Press [▼] or [▲] until <2.DEPT. ID MANAGEMNT> appears → press [Set].**

```
SYSTEM SETTINGS
 2.DEPT.ID MANAGEMNT
```
→
```
DEPT.ID MANAGEMNT
                 OFF
```



6 **Press [▼] or [▲] to display <ON> → press [Set].**

```
DEPT.ID MANAGEMNT
                  ON
```
→
```
DEPT.ID MANAGEMNT
 1.DEPT. ID ENTRY
```

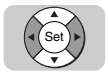


7 Press [▼] or [▲] until <3.RESTRICTIONS> appears → press [Set].

DEPT.ID MANAGEMNT 3.RESTRICTIONS	→	RESTRICTIONS 1.RESTRICT PRINTING

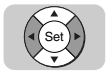
8 Select the feature you want to turn 'OFF' or 'ON'.

- **To turn 'OFF' or 'ON' restricted printing:**



❑ Press [▼] or [▲] until <1. RESTRICT PRINTING> appears → press [Set].

RESTRICTIONS 1.RESTRICT PRINTING	→	RESTRICT PRINTING OFF

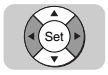


❑ Press [▼] or [▲] to display <OFF> or <ON> → press [Set].

RESTRICT PRINTING OFF	→	RESTRICTIONS 2.RESTRICT TX

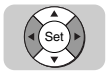
NOTE
This setting turns 'OFF' or 'ON' the restriction for printing fax reports and documents stored in memory, and copying function.

- **To turn 'OFF' or 'ON' restricted sending:**



❑ Press [▼] or [▲] until <2.RESTRICT TX> appears → press [Set].

RESTRICTIONS 2.RESTRICT TX	→	RESTRICT TX OFF



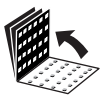
❑ Press [▼] or [▲] to display <OFF> or <ON> → press [Set].

RESTRICT TX OFF	→	DEPT.ID MANAGEMNT 4.PRINT WITH NO ID

9 Press [Stop] to return to the Standby mode.

Restricting the Use of the Telephone

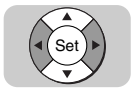
This section describes how to restrict the use of the telephone. When the telephone restriction feature is turned 'ON', the handset and [Hook] are disabled. If you pick up the handset or press [Hook], you will not hear a dial tone.



1 **Open all three one-touch speed dialing panels.**

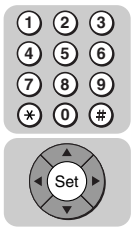
2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```

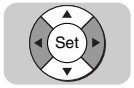
3 **Press [▼] or [▲] until <6.SYSTEM SETTINGS> appears → press [Set].**

```
ADDITIONAL FUNCTIONS
 6.SYSTEM SETTINGS
```
→
```
SYSTEM SETTINGS
PASSWORD      _
```



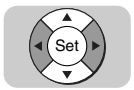
4 **If the prompt <PASSWORD> is displayed, enter the system administration password using the numeric keys → press [Set].**

```
SYSTEM SETTINGS
PASSWORD      *******
```
→
```
SYSTEM SETTINGS
 1.SYS. ADMIN. INFO
```



5 **Press [▼] or [▲] until <3.LOCK PHONE> appears → press [Set].**

```
SYSTEM SETTINGS
 3.LOCK PHONE
```
→
```
LOCK PHONE
                OFF
```



6 **Press [▼] or [▲] to display <ON> → press [Set].**

```
LOCK PHONE
                ON
```
→
```
SYSTEM SETTINGS
 4.NETWORK SETTINGS
```

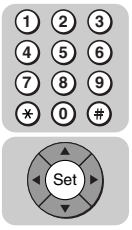
7 Press [Stop] to return to the Standby mode.

NOTE

To turn the restriction 'OFF' again, repeat this procedure from step 1, and select 'OFF'.

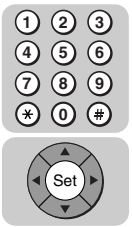
Operating the Machine with Restrictions ON

This section describes how to operate the machine with the operation restriction features set up and turned 'ON'.



1 If you see the message <ENTER DEPT. ID> when the machine is in Standby mode, the restriction is turned 'ON'. Enter the Department ID using the numeric keys → press [Set].

ENTER DEPT. ID 1234567	→	DEPT. ID PASSWORD



2 If the message <DEPT. ID PASSWORD> is displayed, enter the department password using the numeric keys → press [Set].

DEPT. ID PASSWORD *******	→	S. ROBERTS

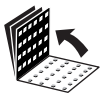
NOTE

The sender name will appear on the LCD display only when you have set a sender name in the SELECT SENDER menu. (See page 4-9.)

3 Continue operating the machine.

Checking and Clearing the Counter Information

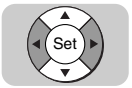
This section describes how to check and clear the counter information for each department.



1 **Open all three one-touch speed dialing panels.**

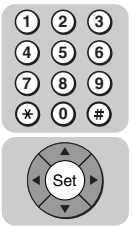
2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```

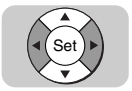
3 **Press [▼] or [▲] until <6.SYSTEM SETTINGS> appears → press [Set].**

```
ADDITIONAL FUNCTIONS
 6.SYSTEM SETTINGS
```
→
```
SYSTEM SETTINGS
PASSWORD      _
```



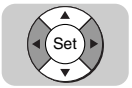
4 **If the prompt <PASSWORD> is displayed, enter the System Administrator's password using the numeric keys → press [Set].**

```
SYSTEM SETTINGS
PASSWORD      *******
```
→
```
SYSTEM SETTINGS
 1.SYS. ADMIN. INFO
```



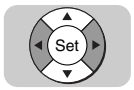
5 **Press [▼] or [▲] until <2.DEPT. ID MANAGEMNT> appears → press [Set].**

```
SYSTEM SETTINGS
 2.DEPT.ID MANAGEMNT
```
→
```
DEPT.ID MANAGEMNT
                 OFF
```



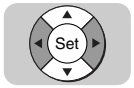
6 **Press [▼] or [▲] to display <ON> → press [Set].**

```
DEPT.ID MANAGEMNT
                  ON
```
→
```
DEPT.ID MANAGEMNT
 1.DEPT. ID ENTRY
```



7 **Press [▼] or [▲] until <2.COUNT MANAGEMENT> appears → press [Set].**

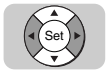
```
DEPT.ID MANAGEMNT          COUNT MANAGEMENT
 2.COUNT MANAGEMENT   →     1.COUNT INFORMATION
```



8 **To see the counter information, press [▼] or [▲] until <1.COUNT INFORMATION> appears → press [Set].**

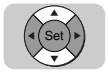
```
COUNT MANAGEMENT           COUNT INFORMATION
 1.COUNT INFORMATION   →    1.PRINT COUNT
```

● **To check the print counter:**



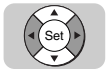
❑ Press [▼] or [▲] until <1.PRINT COUNT> appears → press [Set].

```
                                        Department ID
COUNT INFORMATION          PRINT COUNT   1111111
 1.PRINT COUNT       →           000001/100000
                          Number of      Limit
                        Printed Pages
```



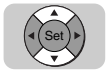
❑ Press [▼] or [▲] to scroll through the Department IDs.

● **To check the transmission counter:**

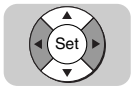


❑ Press [▼] or [▲] until <2.SEND COUNT> appears → press [Set].

```
                                        Department ID
COUNT INFORMATION          SEND COUNT    1111111
 2.SEND COUNT        →           000001/100000
                        Number of Sent    Limit
                            Pages
```

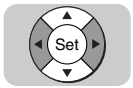


❑ Press [▼] or [▲] to scroll through the Department IDs.



9 To reset the counter, press [Data Registration] twice → press [▼] or [▲] until <2.COUNT RESET> appears → press [Set].

COUNT MANAGEMENT 2.COUNT RESET	→	COUNT RESET 1.ON



10 Press [▼] or [▲] to display <ON> → press [Set].

To reset the counter, select <1.ON>.

If you do not want to reset the counter, select <OFF>.

COUNT RESET 1.ON	→	COUNT MANAGEMENT 2.COUNT RESET

11 Press [Stop] to return to the Standby mode.

Using Memory Lock

Normally, a document prints as soon as you receive it. However, there may be occasions when you want the machine to store all documents in memory until you are ready to print them. Locking the machine to receive and store all documents in memory is called “Memory Lock.”

You may want to turn Memory Lock ‘ON’ when the machine is left unattended at night, or over long holidays, to prevent a large volume of printed documents from collecting in the paper output trays. After you return to the office, you can review the contents of the memory, and enter the memory lock password to print all of the documents stored in memory.

Setting a Time and Password for Memory Lock

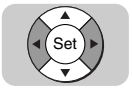
After Memory Lock is turned ‘ON’, the machine automatically enters and leaves the Memory Lock mode at the times you specify. The documents received when the machine is in the Memory Lock mode are stored in memory until you unlock the memory with a password and print them.

Follow this procedure to define a Memory Lock password, and set the times for the machine to enter and leave the Memory Lock mode.

1 **Open all three one-touch speed dialing panels.**

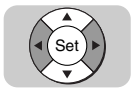
2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



3 **Press [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].**

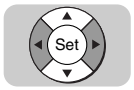
```
ADDITIONAL FUNCTIONS
 3.FAX SETTINGS
```
→
```
FAX SETTINGS
 1.USER SETTINGS
```



4 Press [▼] or [▲] until <7.SYSTEM SETTINGS> appears → press [Set].

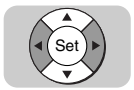
FAX SETTINGS 7.SYSTEM SETTINGS	→	SYSTEM SETTINGS 1.MEMORY LOCK RX

If the prompt <SYSTEM SETTINGS PASSWORD> is displayed, enter the System Administrator's password using the numeric keys → press (Set) (Set).



5 Press [▼] or [▲] until <1.MEMORY LOCK RX> appears → press [Set].

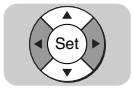
SYSTEM SETTINGS 1.MEMORY LOCK RX	→	MEMORY LOCK RX OFF



6 Press [▼] or [▲] to display <ON> → press [Set].

If you select <OFF>, press (Stop) to return to the Standby mode.

MEMORY LOCK RX ON	→	MEMORY LOCK RX 1.MEM LOCK PASSWORD



7 Press [▼] or [▲] to display the desired Memory Lock setting → press [Set].

The MEMORY LOCK RX menu includes the following items:

Setting	Description
1.MEM LOCK PASSWORD	0 to 9999999 This password protects the Memory Lock settings. Setting a password is recommended. You must use this password to unlock the memory so you can print documents stored in memory. Use the numeric keys to enter a password of up to seven digits → press [Set].

Setting	Description
2.REPORT	Sets the machine to print reports. This setting affects only reports that print automatically, such as activity reports for sending and receiving, and Activity Management Reports.
OUTPUT NO*	No report prints while in the Memory Lock mode.
OUTPUT YES	A report prints while the machine is in the Memory Lock mode.
3.TIME SETUP	Sets the time for the machine to enter and leave the Memory Lock mode. The timer settings are optional. If you do not set the time, you can use [Memory Reception] to turn the Memory Lock mode 'ON' or 'OFF'.
OFF*	Turns 'OFF' the timer setup. You can turn the Memory Lock mode 'ON' or 'OFF' with [Memory Reception].
ON	Turns 'ON' the timer setup. You can still use [Memory Reception] to turn the Memory Lock mode 'ON' or 'OFF'.
1. START TIME	Sets the time for the machine to automatically enter the Memory Lock mode.
EVERYDAY* SELECT DAYS	Set the time using 24-hour notation. Up to five start times can be specified for everyday or each selected day.
2. END TIME	Sets the time for the machine to leave the Memory Lock mode.
EVERYDAY* SELECT DAYS	Set the time using 24-hour notation. Up to five end times can be specified for everyday or each selected day.

An asterisk (*) indicates the default setting.

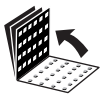
8 When you are finished, press [Stop] to return to the Standby mode.

Turning Memory Lock ON

Follow this procedure to put the machine in the Memory Lock mode if the Memory Lock mode timer has not been set, or if you want to put the machine in the Memory Lock mode before the timer activates the Memory Lock mode.

NOTE

If the timer is set for the Memory Lock mode, the machine enters and leaves the Memory Lock mode automatically at the specified times. (See “Setting a Time and Password for Memory Lock,” on p. 4-17.)

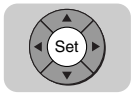


1 Open all three one-touch speed dialing panels.

2 Press [Memory Reception].

```
MEM LOCK PASSWORD
                _
```

If you have not set the memory lock password, the machine immediately enters the Memory Lock receive mode. The setting is completed.



3 Enter the memory lock password (up to seven digits) → press [Set].

```
MEM LOCK PASSWORD          MEMORY LOCK RX
               *******  →  AUTO
```

The machine is in the Memory Lock Receive mode.

NOTE

All documents are received in memory until you unlock memory receiving and print them.

Turning Memory Lock OFF and Printing Documents

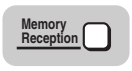
Follow this procedure to turn the Memory Lock 'OFF' and print the documents received in memory.

NOTE

If the timer is set for the Memory Lock mode, the machine enters and leaves the Memory Lock mode automatically at the specified times. (See "Setting a Time and Password for Memory Lock," on p. 4-17.)

1 **When the Memory Lock mode is 'ON', the message <MEMORY LOCK RX> is displayed.**

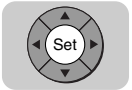
```
MEMORY LOCK RX
AUTO
```



2 **Open all three one-touch speed dialing panels → press [Memory Reception].**

```
MEM LOCK PASSWORD
                _
```

If you have not set the memory lock password, the machine immediately returns to the Standby mode. The setting is completed.



3 **Enter the memory lock password (up to seven digits) using the numeric keys → press [Set].**

```
MEM LOCK PASSWORD
                *******
```

→

```
FAX 02/02/2013 10:44
AUTO
```

When you press [Set], all the documents received in memory while the machine was in the Memory Lock mode are printed.

Setting Up and Using PIN Codes

PIN (Personal Identification Number) codes prevent unauthorized personnel from making calls. To protect privileged access to the telephone lines, only authorized users are entrusted with the PIN codes for daily operations. Some PBX (Private Branch Exchange) systems require that a PIN code be entered when dialing a number to make a call or sending a document by fax. Depending on the requirements of the PBX system, the PIN code may be entered either before the number as a prefix, or after the number as a suffix.

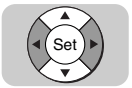
If your PBX requires a PIN code to connect to an outside line, the machine can be set up (using the TX SETTINGS item in the FAX SETTINGS menu) to prompt you for a PIN code every time you dial.

Setting a PIN Code

1 **Open all three one-touch speed dialing panels.**

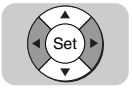
2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



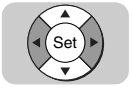
3 **Press [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].**

```
ADDITIONAL FUNCTIONS
 3.FAX SETTINGS
```
→
```
FAX SETTINGS
 1.USER SETTINGS
```



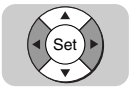
4 **Press [▼] or [▲] until <3.TX SETTINGS> appears → press [Set].**

```
FAX SETTINGS
 3.TX SETTINGS
```
→
```
TX SETTINGS
 1.ECM TX
```



5 **Press [▼] or [▲] until <7.PIN CODE> appears → press [Set].**

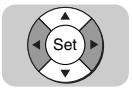
TX SETTINGS 7.PIN CODE	→	PIN CODE OFF



6 **Press [▼] or [▲] to display <ON> → press [Set].**

If you do not want to set the PIN code access feature, select <OFF> → press (Set) (Set) → proceed to step 9.

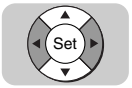
PIN CODE ON	→	NECESS. PIN CODE OFF



7 **If your PBX always requires PIN code entry, press [▼] or [▲] to display <ON> → press [Set].**

If your PBX requires PIN code entry depending on the destination, select <OFF> before pressing (Set) (Set) → proceed to step 9.

NECESS. PIN CODE ON	→	PIN CODE BEF/AFT BEFORE TEL NO.



8 **Press [▼] or [▲] to select <BEFORE TEL NO.> or <AFTER TEL NO.> → press [Set].**

PIN CODE BEF/AFT BEFORE TEL NO.	→	FAX SETTINGS 4.RX SETTINGS

9 **Press [Stop] to return to the Standby mode.**

Dialing with a PIN Code after the Number

If you set <NECESS. PIN CODE> of the PIN Code setting to 'OFF', you can perform the procedure described below. (See "Setting a PIN Code," on p. 4-22.)

1 Place your documents on the machine.

For instructions explaining how to place your documents on the machine, see Chapter 3, "Sending Documents," in the *Facsimile Guide*.

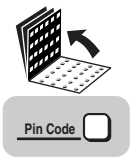
```
DOCUMENT READY
```

NOTE

- You can adjust the resolution, contrast, and document type for scanning. (See Chapter 3, "Sending Documents," in the *Facsimile Guide*.)
- You can also specify a sender's name with [TTI Selector]. (See Chapter 3, "Sending Documents," in the *Facsimile Guide*.)

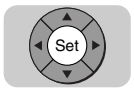
2 Enter the telephone number using the numeric keys.

```
TEL=            1234567
```



3 Open all three one-touch speed dialing panels → press [Pin Code].

```
TEL=            1234567C
```



4 Press [Set].

```
TEL=            1234567C
```

NOTE

Repeat steps 2 to 4 for each telephone number in a sequential broadcast. In a sequential broadcast, you must dial the second destination within five seconds of dialing the first destination. All subsequent destinations must be specified within 10 seconds of each other. For details about sequential broadcasting, see Chapter 3, "Sending Documents," in the *Facsimile Guide*.

5 Press [Start].

```
ENTER PIN CODE
```

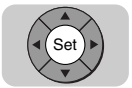
NOTE

To enter the PIN code immediately, press (Start). Otherwise, the machine waits five seconds before it displays <ENTER PIN CODE>. This timeout feature can be turned 'OFF'. (See Chapter 11, "Summary of Important Settings," in the *Facsimile Guide*.)

6 Enter the PIN code (up to 20 digits) using the numeric keys.

The PIN code is not displayed as you enter it.

```
ENTER PIN CODE
          **********
```



7 Press [Set].

Transmission starts.

Dialing with a PIN Code before the Number

If you set <NECESS. PIN CODE> of the PIN Code setting to 'OFF', you can perform the procedure described below. (See "Setting a PIN Code," on p. 4-22.)

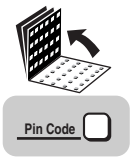
1 Place your documents on the machine.

For instructions explaining how to place your documents on the machine, see Chapter 3, "Sending Documents," in the *Facsimile Guide*.

```
DOCUMENT READY
```

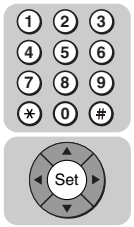
NOTE

- You can adjust the resolution, contrast, and document type for scanning. (See Chapter 3, "Sending Documents," in the *Facsimile Guide*.)
- You can also specify a sender's name with [TTI Selector]. (See Chapter 3, "Sending Documents," in the *Facsimile Guide*.)



2 Open all three one-touch speed dialing panels → press [Pin Code].

```
TEL=                    C
```



3 Enter the telephone number using the numeric keys → press [Set].

```
TEL=          C123 4567
```

NOTE

Repeat steps 2 and 3 for each telephone number in a sequential broadcast. In a sequential broadcast, you must dial the second destination within five seconds of dialing the first destination. All subsequent destinations must be specified within 10 seconds of each other. For details about sequential broadcasting, see Chapter 3, "Sending Documents," in the *Facsimile Guide*.

4 Press [Start].

```
ENTER PIN CODE
```

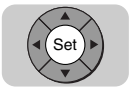
NOTE

To enter the PIN code immediately, press (Start). Otherwise, the machine waits five seconds before it displays <ENTER PIN CODE>. This timeout feature can be turned 'OFF'. (See Chapter 11, "Summary of Important Settings," in the *Facsimile Guide*.)

5 Enter the PIN code (up to 20 digits) using the numeric keys.

The PIN code is not displayed as you enter it.

```
ENTER PIN CODE
                ********
```



6 Press [Set].

Transmission starts.

Setting PIN Code Access for Speed Dialing

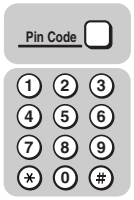
This method enables you to register one-touch and coded speed dialing keys for PIN code access. When a user attempts to dial with a speed dialing key, the machine prompts the user to enter a PIN code.

If you set <NECESS. PIN CODE> of the PIN Code setting to 'OFF', you can perform the procedure described below. (See "Setting a PIN Code," on p. 4-22.)

1 Select the speed dialing location to register the telephone number.

For details on registering the telephone number for speed dialing, see Chapter 2, "Using Speed Dialing," in the *Facsimile Guide*.

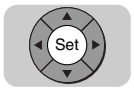
```
TEL NUMBER ENTRY
TEL=
```



2 If the PIN code is to be dialed before the telephone number, press [Pin Code] → enter the telephone number.

If the PIN code is to be dialed after the telephone number, enter the telephone number before pressing [Pin Code].

```
TEL NUMBER ENTRY
TEL=C123 4567
```



3 Press [Set].

Continue registering other information for speed dialing.

4 Repeat the procedure above to continue registering additional telephone numbers.

5 When you are finished registering, press [Stop] to return to the Standby mode.

Using Speed Dialing with PIN Code Access

If you registered a PIN code when you registered numbers for speed dialing, perform the following procedure. (See “Setting PIN Code Access for Speed Dialing,” on p. 4-27.)

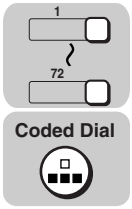
1 Place your documents on the machine.

For instructions explaining how to place your documents on the machine, see Chapter 3, “Sending Documents,” in the *Facsimile Guide*.

```
DOCUMENT READY
```

NOTE

- You can adjust the resolution, contrast, and document type for scanning. (See Chapter 3, “Sending Documents,” in the *Facsimile Guide*.)
- You can also specify a sender’s name with [TTI Selector]. (See Chapter 3, “Sending Documents,” in the *Facsimile Guide*.)



2 Press a speed dialing key or press [Coded Dial], followed by a three digit code.

```
TEL=    889 344 222C
 01 AK ENTERPRISES
```

NOTE

If you want to use sequential broadcasting, dial the second destination within five seconds of dialing the first destination. All subsequent destinations must be specified within 10 seconds of each other. For details about sequential broadcasting, see Chapter 3, “Sending Documents,” in the *Facsimile Guide*.

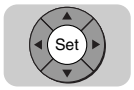
3 Press [Start].

```
ENTER PIN CODE
```

4 Enter the PIN code (up to 20 digits) using the numeric keys.

The PIN code is not displayed as you enter it.

```
ENTER PIN CODE
          **********
```



5 Press [Set].

Transmission starts.

Forced PIN Code Access

Follow this procedure to dial when Forced PIN Code Access (NECESS. PIN CODE) has been turned 'ON'. With Forced PIN Code Access 'ON', you must enter a PIN code every time you dial. The PIN code must be entered either before or after the number, depending on how PIN code access has been set up. (See "Setting a PIN Code," on p. 4-22.)

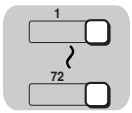
1 Place your documents on the machine.

For instructions explaining how to place your documents on the machine, see Chapter 3, "Sending Documents," in the *Facsimile Guide*.

```
DOCUMENT READY
```

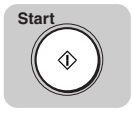
NOTE

- You can adjust the resolution, contrast, and document type for scanning. (See Chapter 3, "Sending Documents," in the *Facsimile Guide*.)
- You can also specify a sender's name with [TTI Selector]. (See Chapter 3, "Sending Documents," in the *Facsimile Guide.)*



2 Dial the telephone number using the numeric keys, press a speed dialing key, or press [Coded Dial] followed by a three digit code.

```
TEL=          123 4567
 01 CANON
```



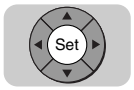
3 Press [Start].

```
ENTER PIN CODE
```

4 Enter the PIN code (up to 20 digits) using the numeric keys.

The PIN code is not displayed as you enter it.

```
ENTER PIN CODE
         ********
```



5 Press [Set].

Transmission starts.

Summary of Important Settings

5
CHAPTER

This chapter contains a comprehensive list of all the settings you can perform with the PAPER SETTINGS, COMMON SETTINGS, TIMER SETTINGS, and SYSTEM SETTINGS menus.

Opening the Additional Functions Menu 5-2
Paper Settings 5-3
Setting Procedure 5-3
Common Settings 5-5
Setting Procedure 5-5
Timer Settings 5-8
Setting Procedure 5-8
System Settings 5-10
Setting Procedure 5-10

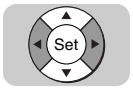
Opening the Additional Functions Menu

Follow this procedure to display the Additional Functions menu.

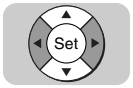
1 Open all three one-touch speed dialing panels.

2 Press [Data Registration].

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



3 Press [▼] or [▲] until the menu you want to set or change appears → press [Set] to display the next menu.



4 Press [▼] or [▲] to display the item you want to set or change → press [Set].

For details about the settings, refer to the following sections in this chapter.

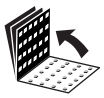
NOTE
- The Additional Functions menu selections are displayed one line at a time.
- Press [▼] or [▲] to display these settings so you can check or change them.

5 Press [Stop] to return to the Standby mode.

Paper Settings

Follow this procedure to set the paper settings.

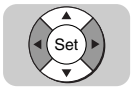
Setting Procedure



1 **Open all three one-touch speed dialing panels.**

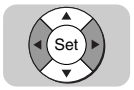
2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



3 **Press [▼] or [▲] until <1.PAPER SETTINGS> appears → press [Set].**

```
ADDITIONAL FUNCTIONS      PAPER SETTINGS
 1.PAPER SETTINGS     →    1.MP TRAY
```



4 **Press [▼] or [▲] to display the item you want to set or change → press [Set].**

For more information on Paper Settings, see the table on the next page.

5 **Press [Stop] to return to the Standby mode.**

Setting Items

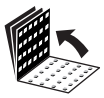
Setting	Description
1. MP TRAY	Select whether to use the MP tray.
DO NOT USE*	The MP tray cannot be used.
USE	The MP tray can be used as a paper supply for fax, copy, report, and printer functions.
MP PAPER SIZE	Select the paper size you are loading in the MP tray. The available sizes are: LTR, LGL, EXECUTIV, COM 10, MONARCH, DL, ISO-B5, ISO-C5, A4, B5, A5
2.CASSETTE 1	Select the paper size you are loading into the upper paper cassette. The available sizes are: LTR, LGL, EXECUTIV, A4, A5, B5.
3.CASSETTE 2	Select the paper size you are loading into the lower paper cassette. The available sizes are: LTR, LGL, EXECUTIV, A4, A5, B5. The paper cassette 2 is optional for the LASER CLASS 720i.
(4.CASSETTE 3)	This item appears on the LCD display only when the optional 500 sheet paper cassette is installed on your machine. Select the paper size you are loading in the 500 sheet paper cassette. The available sizes are: LTR, A4.
4.PAPER TYPE (5. PAPER TYPE)	Select the type of paper you are loading into paper cassettes and MP tray. (When the optional 500 sheet paper cassette is installed on your machine, this item appears as <5. PAPER TYPE>.)
PLAIN PAPER*	Select when using use plain paper.
HEAVY PAPER	Select when using heavyweight paper.
THIN PAPER	Select when using thin paper, such as tracing paper.
HEAVY PAPER H	Select when using heavyweight paper and you realize that the quality of printouts is poor using <HEAVY PAPER>.

An asterisk (*) indicates the default setting.

Common Settings

Follow this procedure to set the common settings.

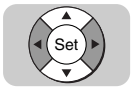
Setting Procedure



1 **Open all three one-touch speed dialing panels.**

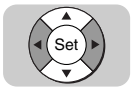
2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



3 **Press [▼] or [▲] until <2.COMMON SETTINGS> appears → press [Set].**

```
ADDITIONAL FUNCTIONS
 2.COMMON SETTINGS
```
→
```
COMMON SETTINGS
 1.DENSITY CONTROL
```



4 **Press [▼] or [▲] to display the item you want to set or change → press [Set].**

For more information on Common Settings, see the table on the next page.

5 **Press [Stop] to return to the Standby mode.**

Setting Items

Setting	Description
1.DENSITY CONTROL 1. LIGHT 2. STANDARD 3. DARK	Adjust the scan density from 1-7 for 'DK' (Dark) (3 is default), 2-8 for 'STD' (Standard) (5 is default), 3-9 for 'LT' (Light) (7 is default).
2.VOLUME CONTROL	Adjust the volume of the machine.
1. KEYPAD VOLUME ON* OFF	Adjust the volume of the tone that sounds when you press keys on the operation panel. 1 to 3; 1*
2. ALARM VOLUME ON* OFF	Adjusts the volume of the alarm that sounds when you press incorrect keys, or the volume of the Off Hook alarm. 1 to 3; 1*
3.TX DONE TONE ON ERROR ONLY* OFF	Adjust the volume of the tone that sounds when the transmission has finished. This tone sounds whenever you send a document using direct or manual sending, regardless of the setting. 1 to 3; 1*
4.RX DONE TONE ON ERROR ONLY* OFF	Adjust the volume of the tone that sounds when the reception has finished. This tone sounds whenever you receive a document using manual reception, regardless of the setting. 1 to 3; 1*
5.PRINTING END TONE ON* ERROR ONLY OFF	Adjust the volume of the tone that sounds when the printing has finished. 1 to 3; 1*
6.SCANNING END TONE ON* ERROR ONLY OFF	Adjust the volume of the tone that sounds when the scanning has finished. 1 to 3; 1*
3.CASS.ELIGIBLTY 1.FAX RECEIVING 1. MP TRAY 2. CASSETTE 1 3. CASSETTE 2 4. CASSETTE 3 2.REPORT 1. MP TRAY 2. CASSETTE 1 3. CASSETTE 2 4. CASSETTE 3	Select a paper supply source for fax receiving and report printing functions. OFF*/ON ON*/OFF ON*/OFF ON*/OFF OFF*/ON ON*/OFF ON*/OFF ON*/OFF

An asterisk (*) indicates the default setting.

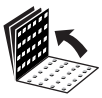
Setting	Description
4.DISPLAY LANGUAGE ENGLISH* FRENCH SPANISH PORTUGUESE	Select a language for prompts, messages, menus and, printed reports.

An asterisk (*) indicates the default setting.

Timer Settings

Follow this procedure to set the timer settings.

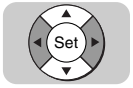
Setting Procedure



1 **Open all three one-touch speed dialing panels.**

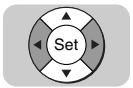
2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



3 **Press [▼] or [▲] until <5.TIMER SETTINGS> appears → press [Set].**

```
ADDITIONAL FUNCTIONS          TIMER SETTINGS
 5.TIMER SETTINGS      →       1.DATE/TIME SETTING
```



4 **Press [▼] or [▲] to display the item you want to set or change → press [Set].**

For more information on Timer Settings, see the table on the next page.

5 **Press [Stop] to return to the Standby mode.**

Setting Items

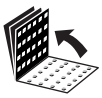
Setting	Description
1.DATE/TIME SETTING	Register the current date and time using 24-hour notation. (See Chapter 1, “Before You Start Using This Machine,” in the *Facsimile Guide* .) This setting is required in the United States.
2.AUTO CLEAR	When the machine remains idle for a certain period of time, the display returns to the standby mode. This is called the Auto Clear function. Select whether to use the Auto Clear function, and the time to execute the Auto Clear function.
ON*	Set the Auto Clear Time from 1 to 9 minutes in one minute increments. The default setting is 2MIN*.
OFF	Auto Clear function is turned ‘OFF’.
3.ENERGY SAVER	Set the machine to reduce power consumption when not in use. (See Chapter 1, “Before You Start Using This Machine.”)
OFF	The machine does not power down even when it is idle.
ON*	The machine reduces power consumption after it has remained idle for a specified length of time.
ENERGY SVR TIME*	Set the idle time to elapse and trigger reduced power consumption. (03 to 30MIN.) The default setting is 03MIN*.
4.DAILY TIMER SET	Set the time that the machine automatically enters the Energy Saver mode for each day of the week. When Auto Clear time and Daily Timer are both set, Auto Clear time has priority.
1.SUN 2.MON 3.TUE 4.WED 5.THU 6.FRI 7.SAT	00:00 to 23:59
5.DATE SETUP	Set the format for the DATE/TIME SETTING menu and how the date is displayed on the LCD display in the Standby mode or how the date is printed as TX terminal ID.
MM/DD/YYYY* DD/MM YYYY YYYY MM/DD	

An asterisk (*) indicates the default setting.

System Settings

Follow this procedure to set the system settings.

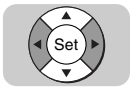
Setting Procedure



1 Open all three one-touch speed dialing panels.

2 Press [Data Registration].

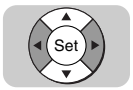
```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



3 Press [▼] or [▲] until <6.SYSTEM SETTINGS> appears → press [Set].

If the prompt <PASSWORD> is displayed, enter the System Administrator's password using the numeric keys → press [Set].

```
ADDITIONAL FUNCTIONS
 6.SYSTEM SETTINGS
```
→
```
SYSTEM SETTINGS
 1.SYS. ADMIN. INFO
```



4 Press [▼] or [▲] to display the item you want to set or change → press [Set].

For more information on System Settings, see the table on the next page.

5 Press [Stop] to return to the Standby mode.

Setting Items

Settings	Description
SYSTEM SETTINGS PASSWORD	Enter the system password protecting the system settings. (You do not have to do this if the system settings are not yet password protected.) (See Chapter 4, "Restricting the Use of the Machine.")
1.SYS. ADMIN. INFO	Set the System Administrator's ID and password to protect the system settings. You cannot use '0' for the System Administrator's ID. If you set the System Administrator's ID to 0, the registered System Administrator's ID is deleted.
1.SYS. ADMIN. ID.	1-9999999
2.SYSTEM PASSWORD	1-9999999
3.E-MAIL ADDRESS	Up to 60 characters
2.DEPT.ID MANAGEMNT	Set restrictions for sending and printing with Department IDs and passwords. (See Chapter 4, "Restricting the Use of the Machine.")
OFF*	Department ID management function is turned 'OFF'.
ON	Department ID management function is turned 'ON'. Set how the use of the machine will be restricted.
1.DEPT. ID ENTRY	Set the Department ID number from 00 to 99, and enter the Department ID from 1 to 9999999. You cannot set the Department ID and password to 0.
1.PASSWORD	1-9999999
2.COPY LIMITS	0-999999
3.TX LIMITS	0-999999
4.SELECT SENDER	Select one of the registered sender names to be used as TX terminal ID for the documents sent by the department. For details about registering the sender names, see Chapter 1, "Before You Start Using This Machine," in the *Facsimile Guide*.
2.COUNT MANAGEMENT	
1.COUNT INFORMATION	Display the counter information for each department.
1.PRINT COUNT	
2.SEND COUNT	
2.COUNT RESET 1. ON* 2. OFF	Reset the counter.

An asterisk (*) indicates the default setting.

Settings	Description
3.RESTRICTIONS	
1.RESTRICT PRINTING OFF* ON	Set the printing limits 'ON' or 'OFF'. If RESTRICT PRINTING is turned 'ON', the printing operations, such as printing reports manually, or documents stored in memory, are counted in the COPY LIMITS function.
2.RESTRICT TX OFF* ON	Set the sending restriction 'ON' or 'OFF'. If RESTRICT TX is turned 'ON', the sending operations are counted in the TX LIMITS function.
4.PRINT WITH NO ID OFF* ON	Set whether to allow printing jobs without a Department ID. This setting is available only for the models with the PCL Printer Board installed.
3.LOCK PHONE OFF* ON	Set the restriction on telephone communication. This setting does not restrict incoming calls and faxes.
4.NETWORK SETTINGS 1. IP ADDRESS AUTO. 2. IP ADDRESS 3. SUBNET MASK 4. DEFAULT GATEWAY 5. DNS SERVER ADD. 6. DNS DYNAMIC SET 7. HOST NAME 8. DOMAIN NAME 9. VIEW IP ADDRESS	See the *Sending Guide* . For the LASER CLASS 710, the installation of the optional Network Kit III is necessary to access these items.

An asterisk (*) indicates the default setting.

Maintenance

6
CHAPTER

This chapter describes how to store paper, change the toner cartridge, and perform routine cleaning.

Storing Recording Paper 6-2
- Recommended Paper 6-2
- Storing the Paper Supply 6-2

Changing the Toner Cartridge. 6-3

Storing Toner Cartridges. 6-9
- Handling Cartridges 6-9
- Storing Cartridges 6-9

Periodic Cleaning 6-10
- Cleaning the Main Unit 6-10
- Cleaning the Transfer Guide Area 6-11
- Cleaning the Scanning Area 6-14
- Cleaning the Roller 6-21

Refilling the Stamp Ink Compartment (Optional) 6-23

Storing Recording Paper

Use only paper recommended by Canon or paper of similar quality, and store it carefully. For instructions on how to load the recording paper, see “Loading Paper into the Paper Cassettes,” on p. 1-40, and “Loading Paper into the MP Tray,” on p. 2-15.

Recommended Paper

We recommend using paper made by Canon with this machine.

Quality: Use plain bond, typewriter quality without curls, folds, or rough edges.

Weight: 16 to 28 lb (60 to 105 g/m^2) for the paper cassettes, or 16 to 43 lb (60 to 163 g/m^2) for the MP tray.

Storage: 63.5°F to 77°F (17.5°C to 25°C)
30%-70% RH (Relative Humidity)

IMPORTANT

- Before buying large quantities of paper, other than Canon recommended paper, test it with the machine to make sure it is reliable.
- Use only plain white paper. Do not use perforated paper.
- Paper that is either too smooth or rough may reduce the print quality, or cause paper jams.

Storing the Paper Supply

If paper is stored improperly, it can affect the quality of the printouts. Store unused paper in its package to protect the paper.

IMPORTANT

- Do not store paper on the floor where the humidity is higher.
- To prevent excessive paper curl, do not stack the paper too high.
- Do not expose the stored paper supply to direct sunlight.

NOTE

- If humidity in the surrounding area is higher than normal, store the paper in a specially designed storage box.
- If paper is moved to a location with an extreme temperature difference, store the paper in the new location for at least one day before you use it.

Changing the Toner Cartridge

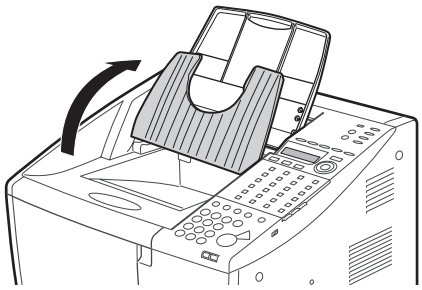
When the toner runs low in the toner cartridge, the following message is displayed:

```
REPLACE CARTRIDGE
```

NOTE

- The machine may be set to continue printing or store the remainder of a document being received into memory. (See Chapter 11, “Summary of Important Settings,” in the *Facsimile Guide*.)
- You may be able to extend the service life of the toner cartridge by removing it and rotating it five or six times to redistribute the toner inside the cartridge. If you reset the cartridge in the main unit, and the message <REPLACE CARTRIDGE> does not appear, you can continue printing, but make sure you have a new toner cartridge on hand to replace the old one when it finally runs out of toner. If the message <REPLACE CARTRIDGE> appears, follow the procedure below to replace the old cartridge.

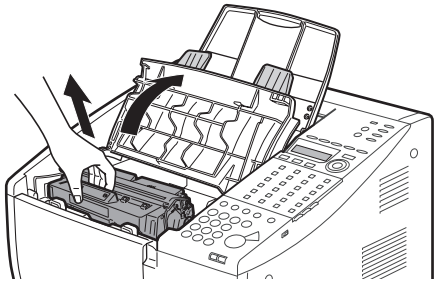
1 Lift the document feeder tray and document output tray.



NOTE

Remove any printed paper or document from the trays before lifting them.

2 Open the printer cover, remove the old cartridge, and discard it.



WARNING

Do not incinerate the cartridge. Scattered toner powder is highly flammable.

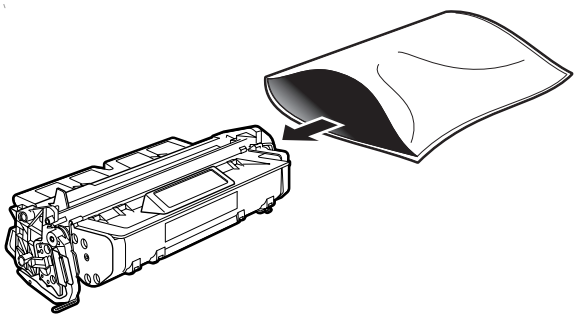
CAUTION

Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.

IMPORTANT

- Do not attempt to disassemble or refill the toner cartridge.
- Be sure to open the printer cover to its full extent.

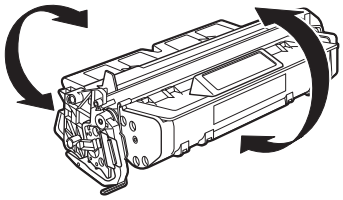
3 Remove the new toner cartridge from its protective bag.



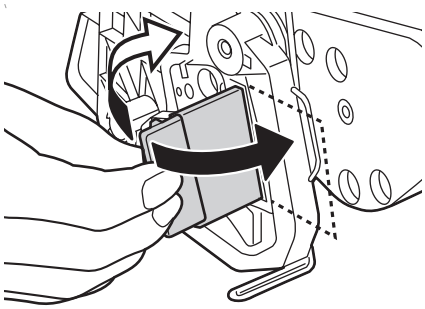
IMPORTANT

Save the protective bag. You may need it to transport the toner cartridge at a later date.

4 While holding the cartridge by the ends, rock it gently five or six times to distribute the toner evenly inside the cartridge.

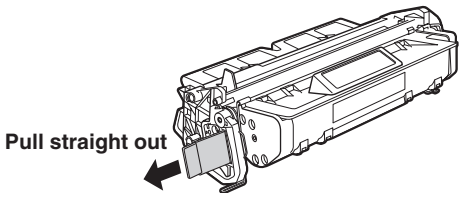


5 Place the cartridge on a stable, flat, clean surface, and snap the tab on the side to detach it from the cartridge.



6 As you steady the cartridge with one hand, remove the tape by gently pulling the plastic tab straight out with your other hand.

Use a firm, even pull to avoid breaking the tape.

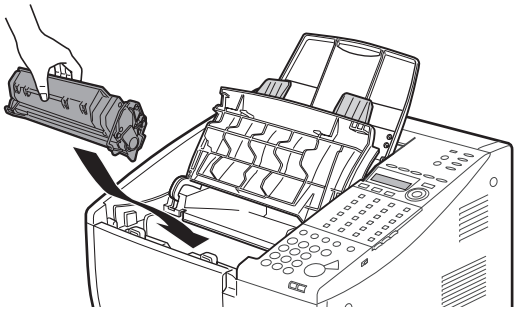


IMPORTANT

- Do not pull the tab upwards or downwards. The tape may break.
- If the tab breaks off from the tape, pull the tape out by pulling on the end of the tape where the tab was originally attached.
- Wash off any toner from your hands or clothing immediately with cold water.

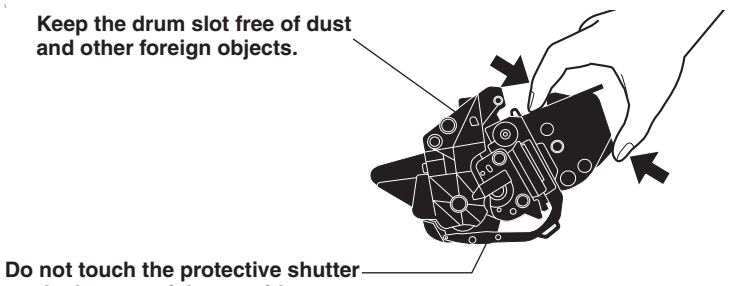
7 Insert the cartridge in the direction indicated by the arrow, with the FX7 toner label on the cartridge facing up.

Gently slide the cartridge into the main unit until it is completely down and in a level position.

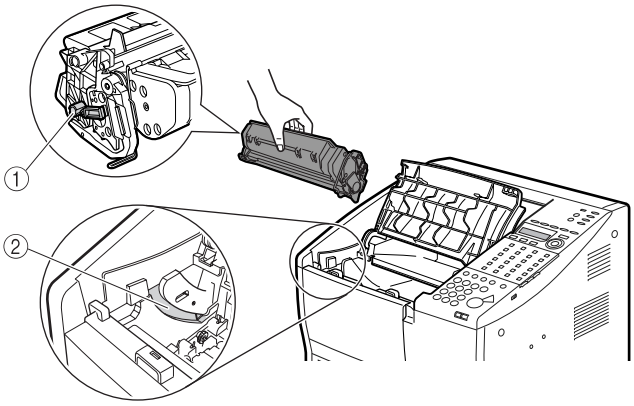


CAUTION

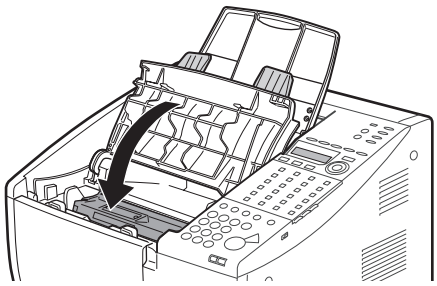
- **To avoid pinching your fingers between the toner cartridge and the main unit, grip the cartridge as shown below.**


Keep the drum slot free of dust and other foreign objects.
Do not touch the protective shutter on the bottom of the cartridge.

- **When you insert the toner cartridge, make sure that the plastic knob ① on the side of the cartridge slides vertically into the guiding groove ② on the machine.**



8 Close the printer cover.



IMPORTANT

- If the printer cover does not close completely, do not force it down. Remove the toner cartridge and insert it again.
- To avoid exposing the light-sensitive drum, never leave the printer cover open.
- The machine will not operate if the cover is not closed completely.
- If you see the message below, and the Error lamp blinks red when the machine is plugged in, open the printer cover again, and make sure the toner cartridge is in a level position. (See “Turning the Power ON,” on p. 1-50.) Then, close the printer cover.

```
CHECK PRINTER COVER
```

9 Lower the document output tray and document feeder tray.

● Disposing of Used Toner Cartridges

To protect the environment, Canon has started a special program to help you dispose of your empty toner cartridges. After you install a toner cartridge, keep the original packaging material and the shipping label. After a cartridge has been used up, fill out this label and call UPS for pickup. UPS will pick up the empty toner cartridge, at Canon's expense, and return it to a recycling center. For details about this program, contact your local authorized Canon dealer.

Storing Toner Cartridges

Follow these simple guidelines when you handle and store toner cartridges.

Handling Cartridges

Always place toner cartridges down with the FX7 toner label on the cartridge facing up.

Handle the toner cartridge with care.

IMPORTANT

- Do not subject the toner cartridge to shock or vibrations.
- Do not remove the toner cartridge from its protective bag until you are ready to install it.
- Save the protective bag. You may need it later to repack the cartridge temporarily, and protect it from exposure to light.
- Never expose a toner cartridge to direct sunlight, and do not leave it exposed to normal room light (about 1,000 lux) for longer than five minutes.
- There are strong magnets inside a toner cartridge. To avoid the possible destruction of valuable data stored on disks or other media, keep the toner cartridge away from computer screens, hard disks, floppy disks, or any other kind of material sensitive to magnetic fields.
- Never touch or try to open the protective shutter that protects the light-sensitive drum inside the toner cartridge. If the drum is exposed to light, it may result in the deterioration of print quality.

Storing Cartridges

Store a toner cartridge in its original box and protective bag until you are ready to install it.

IMPORTANT

- Store toner cartridges at a constant temperature within a range of 32°F to 95°F (0°C to 35°C). Do not store cartridges in locations subject to extreme fluctuations in temperature and humidity.
- To prevent caking of the toner, never stand the cartridge on its end, and do not store it upside down. If the toner becomes caked as a result of being stored in an odd position for too long, it may be impossible to dissolve it completely even by shaking the cartridge.
- Do not store the cartridge in salty or corrosive air.
- Never attempt to disassemble a toner cartridge or attempt to refill it.
- Make sure that you use a stored toner cartridge before the expiration date printed on the toner cartridge box.

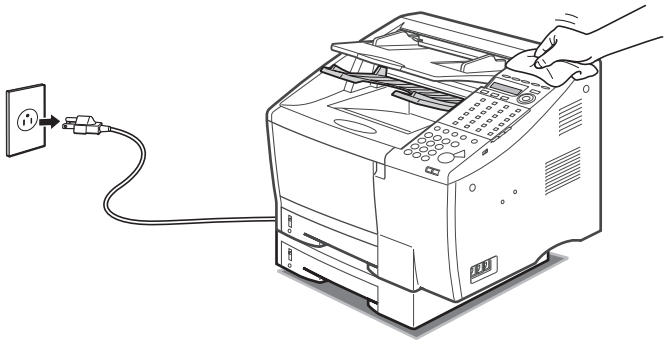
Periodic Cleaning

Follow these simple procedures to keep the machine clean and operating smoothly. Before you clean the machine, print all of the documents received and stored in memory.

Cleaning the Main Unit

1 **Before you clean the machine, disconnect the power cord of the main unit from the power source.**

2 **Moisten a soft cloth with water and a small amount of diluted mild detergent.**



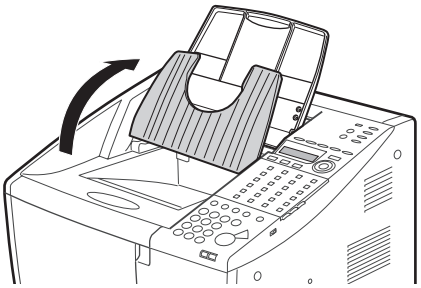
IMPORTANT

To prevent damage to the surface of the main unit, never use paint thinner, benzene, alcohol, acetone, or any other organic solvent to clean the machine.

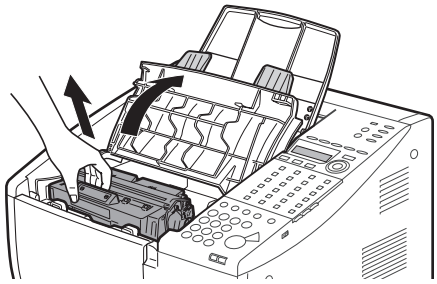
Cleaning the Transfer Guide Area

1 **Disconnect the power cord of the main unit from the power source.**

2 **Lift the document feeder tray and document output tray.**



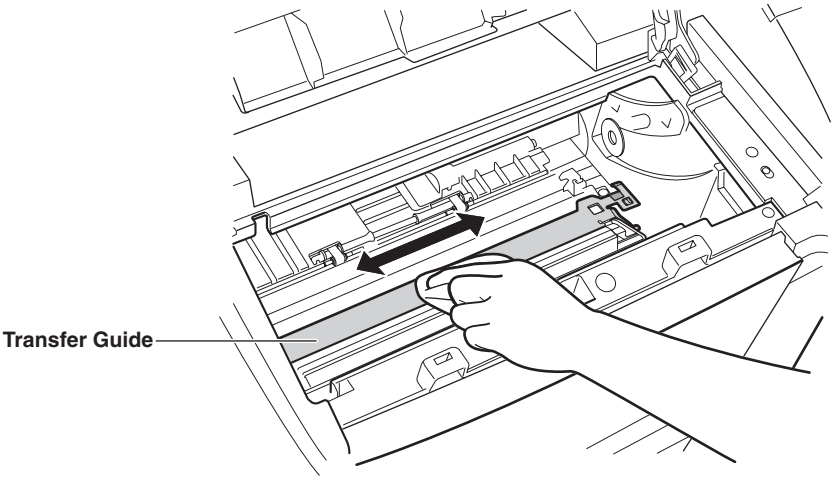
3 **Open the printer cover, and remove the toner cartridge.**



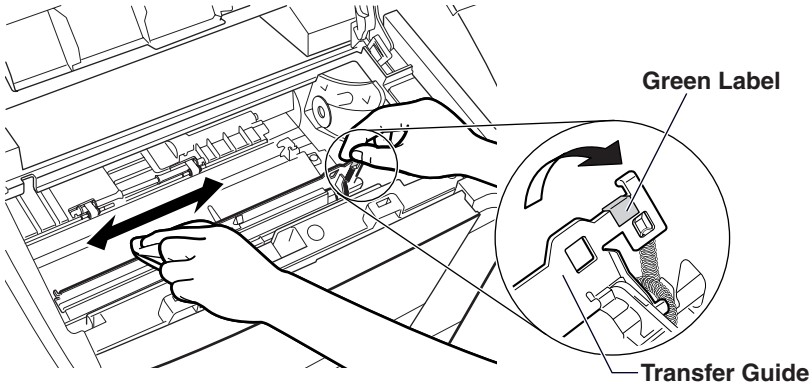
IMPORTANT

- Store the toner cartridge in its original protective bag to avoid exposure to light.
- Be sure to open the printer cover to its full extent.

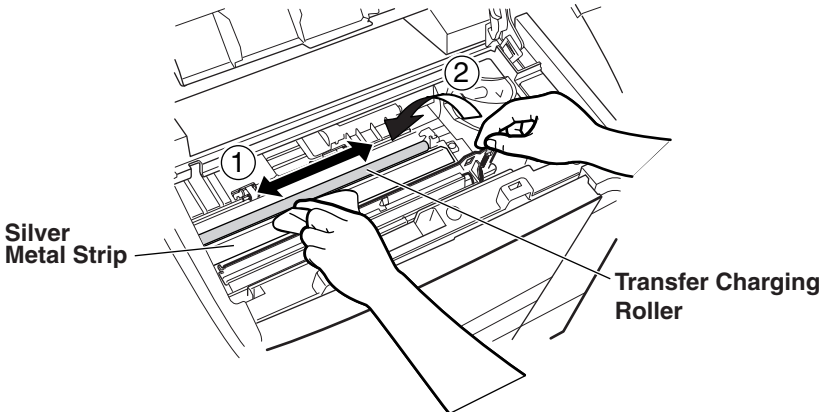
4 **Using a dry, lint-free cloth, wipe any dust off the black plate of the transfer guide.**



5 **While holding the green label, flip the transfer guide up to its full extent. Wipe the edge of the transfer guide with a soft, clean cloth, to remove toner and paper dust from both sides of the transfer guide.**



6 **Wipe the silver metal strip ① with a soft, clean cloth. Then, gently place the transfer guide ② back into its original position.**



IMPORTANT

To avoid the deterioration of print quality, never touch the transfer charging roller when you clean the metal strip.

7 **Reinsert the toner cartridge into the main unit.**

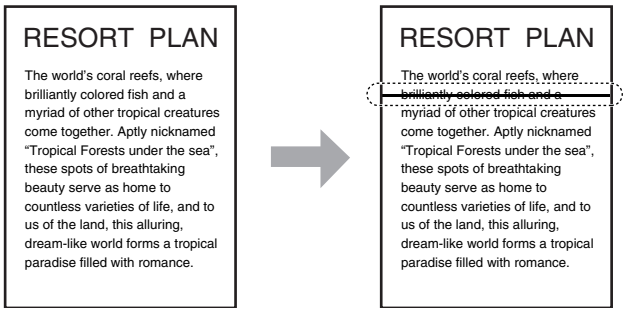
8 **Close the printer cover, lower the document output tray and document feeder tray. Then, connect the power cord of the main unit to the power source.**

Cleaning the Scanning Area

Periodically check the scanning glass, the white scanning strip, and rollers. If the underside of the ADF (Automatic Document Feeder) cover or the scanning glass is dirty, the documents you send may look dirty.

Check if some streaked lines which do not exist on the original appear on the output when scanning the original using the ADF.

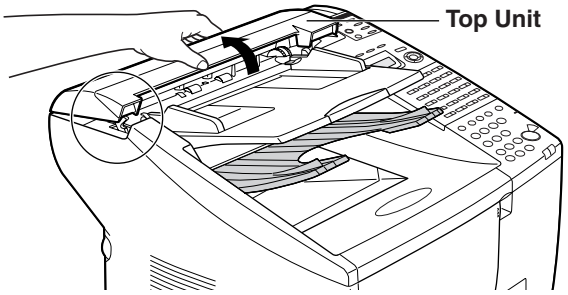
If such lines appear, the scanning area may be dirty.

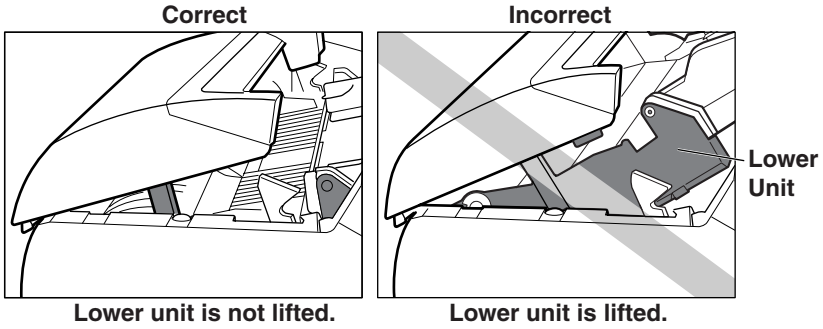

RESORT PLAN
The world's coral reefs, where brilliantly colored fish and a myriad of other tropical creatures come together. Aptly nicknamed "Tropical Forests under the sea", these spots of breathtaking beauty serve as home to countless varieties of life, and to us of the land, this alluring, dream-like world forms a tropical paradise filled with romance.
RESORT PLAN
The world's coral reefs, where brilliantly colored fish and a myriad of other tropical creatures come together. Aptly nicknamed "Tropical Forests under the sea", these spots of breathtaking beauty serve as home to countless varieties of life, and to us of the land, this alluring, dream-like world forms a tropical paradise filled with romance.

Follow the procedure described below to clean the scanning area.

1 Disconnect the power cord of the main unit from its power source.

2 **Gently open the top unit of the ADF cover, as shown in the illustration below.**

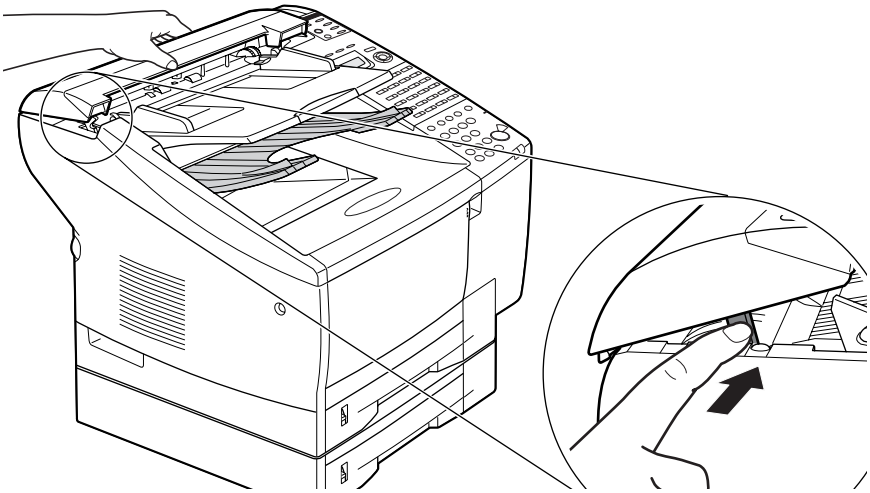




CAUTION

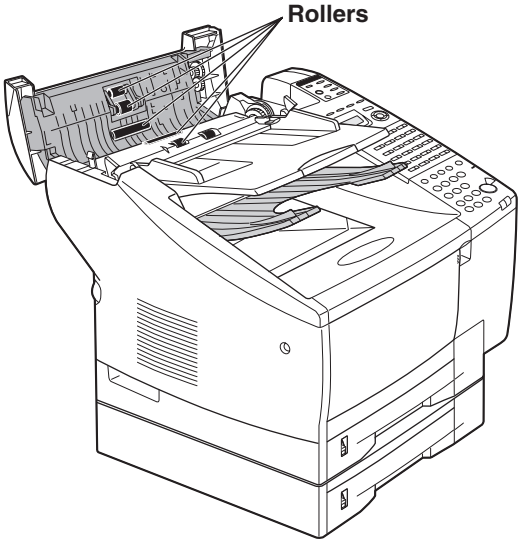
Be sure not to open the ADF cover fully to the extent that the lower unit is lifted, as shown in the illustration on the right. The lower unit may fall heavily when you unlock the ADF cover in step 3.

3 **Release the top unit of the ADF cover by pushing the hook inside with your finger or a pencil.**



4 **Open the top unit of the ADF cover, and clean all the rollers.**

Use a dry cloth to wipe clean the underside of the ADF cover and to wipe up the paper dust around the rollers.

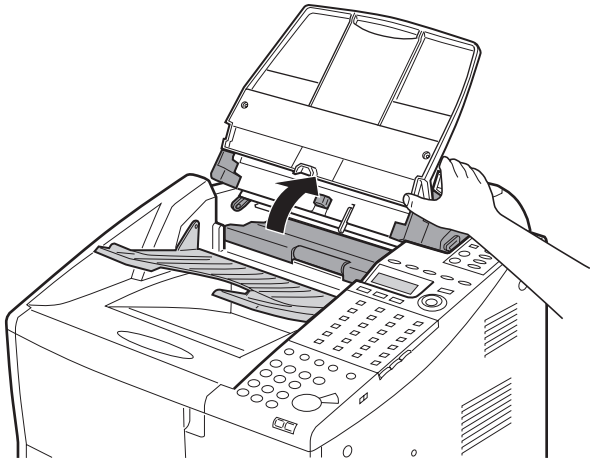


5 **Gently close the top unit of the ADF cover until you hear it lock.**

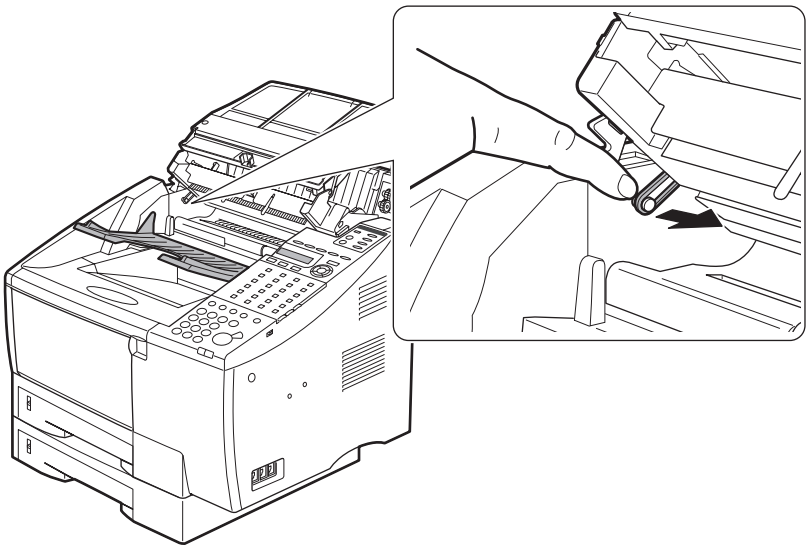
CAUTION

Make sure that the top unit of the ADF cover is locked into position securely before proceeding to step 6.

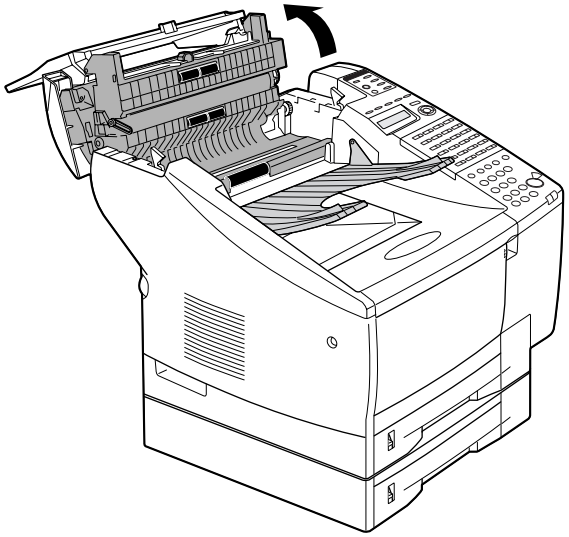
6 **Lift the document feeder tray, and gently open the ADF cover until it stops, grasping the document feeder tray and the ADF cover at the same time.**



7 **While holding the ADF cover open with one hand, use one finger of your other hand to gently push in the black, plastic loop to separate it from the stub on the machine.**

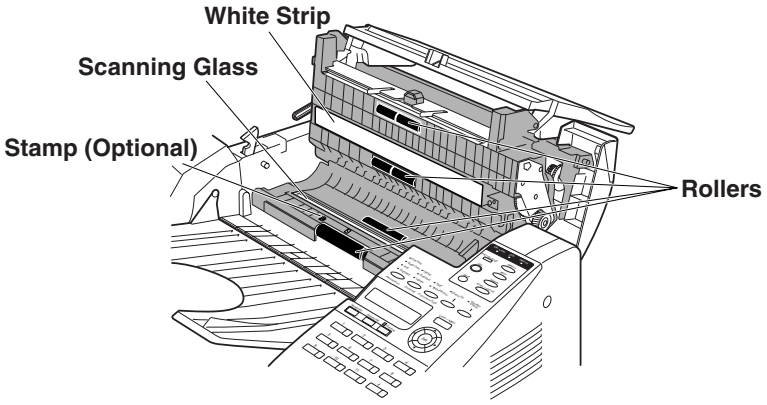


8 **Gently lift the ADF cover up to its full open position.**



9 Use a soft, dry cloth to wipe clean the scanning glass, the white strip above, the rollers, and the area around the scanning glass.

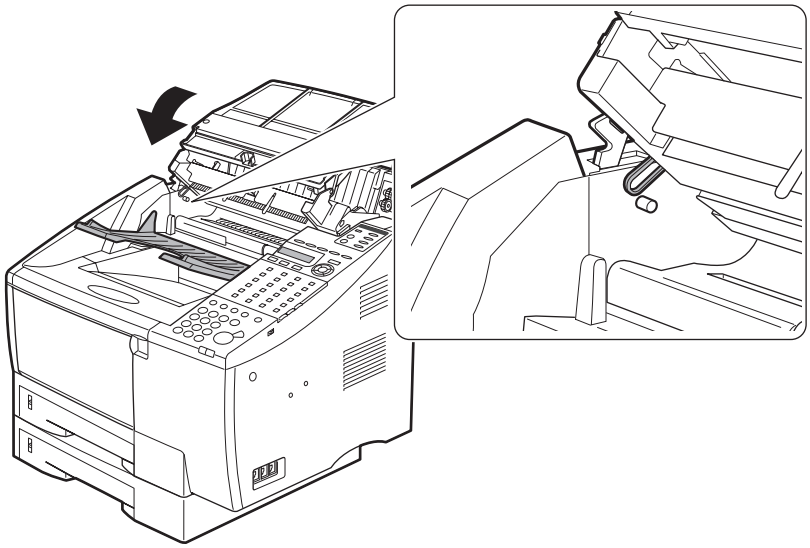
Use a soft, dry cloth that will not scratch the scanning glass to wipe clean the underside of the ADF cover and to wipe up the paper dust around the rollers.



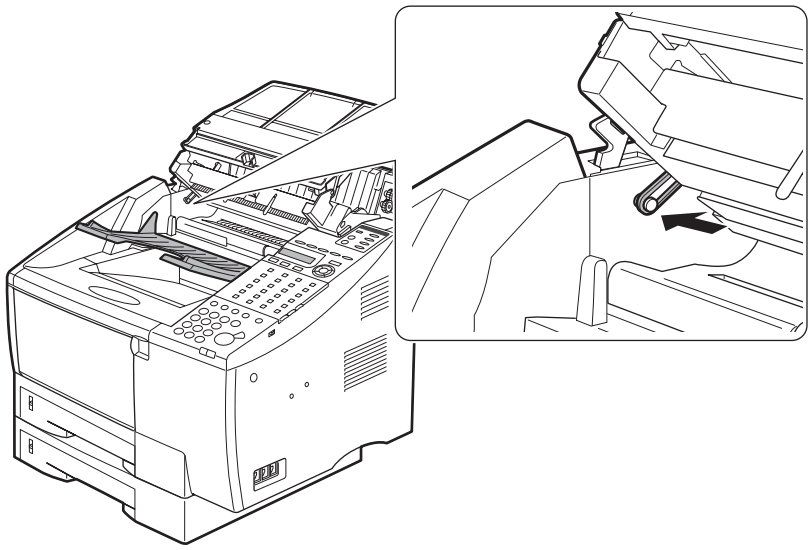
NOTE

If you have installed the optional stamp kit, be careful not to touch the stamp ink compartment when cleaning the scanning area.

10 Lower the ADF cover until the black, plastic loop is even with the stub on the machine.



11 **Place the end of the black, plastic loop over the end of the stub, so that it stays in place.**



12 **Close the ADF cover, and press down on it slightly until you hear it lock into place. Then, lower the document feeder tray.**

IMPORTANT

Make sure that you have put the black, plastic loop back in place before you close the ADF cover.

13 **Connect the power cord of the main unit to the power source.**

Cleaning the Roller

If black streak appears on outputs, the fixing roller in the main unit may be dirty. In such a case, clean the roller.

Load letter size paper in the MP Tray to clean the roller.

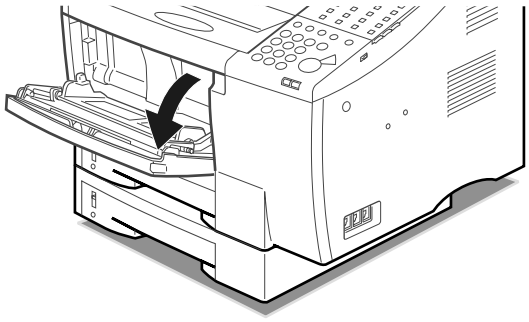
IMPORTANT

Only letter size paper can be used to clean the roller.

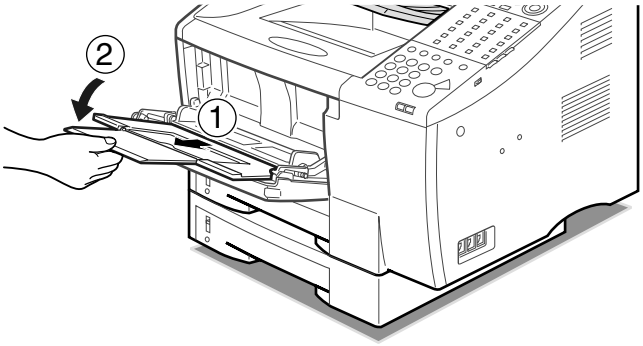
NOTE

It takes about 150 seconds to clean the roller.

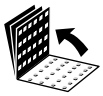
1 Open the MP tray using the handle on the panel.



2 Pull out the extension tray using the center grip ①, then flip open the support tray ②.



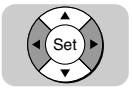
3 **Load a letter size paper into the MP tray.**



4 **Open all three one-touch speed dialing panels.**

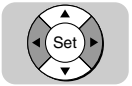
5 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



6 **Press [▼] or [▲] until <7.ADJUST/CLEAN> appears → press [Set].**

```
ADDITIONAL FUNCTIONS
 7.ADJUST/CLEAN
```
→
```
ADJUST/CLEAN
 1.ROLLER CLEANING
```



7 **Press [▼] or [▲] until <1.ROLLER CLEANING> appears → press [Set].**

```
ADJUST/CLEAN
 1.ROLLER CLEANING
```

The machine starts cleaning the roller.

NOTE
- If a paper jam occurs, press (Stop) and remove the jammed paper.
- Discard the cleaning paper after use.

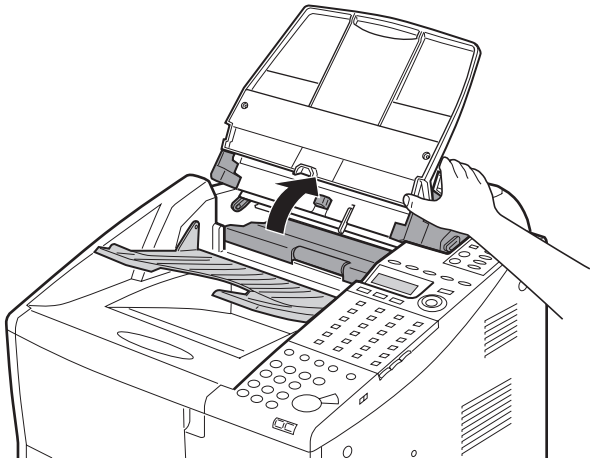
Refilling the Stamp Ink Compartment (Optional)

Follow this procedure to refill the stamp ink compartment if you are using the optional stamp feature.

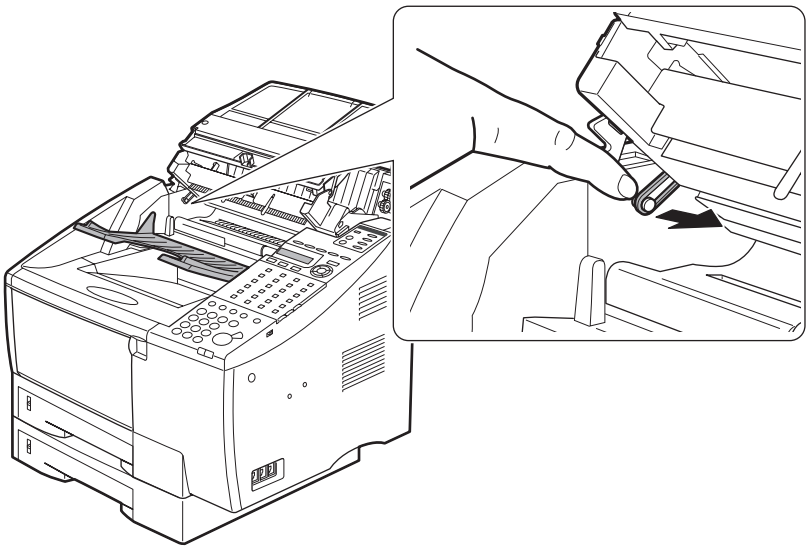
Please contact your local authorized Canon dealer when you run out of ink.

1 **Disconnect the power cord of the main unit from its power source.**

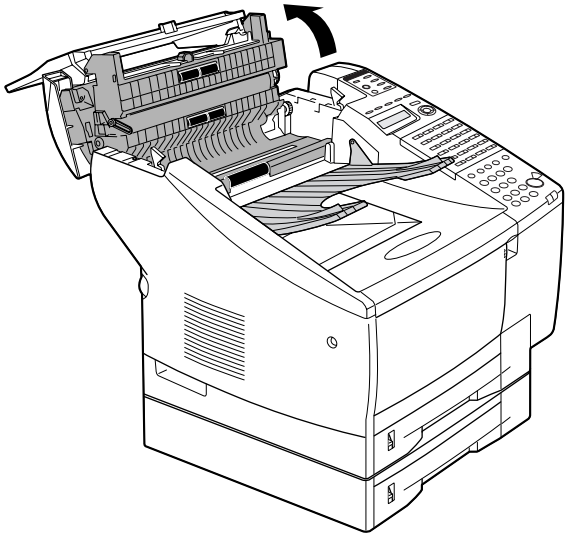
2 **Lift the document feeder tray, and gently open the ADF cover until it stops, grasping the document feeder tray and the ADF cover at the same time.**



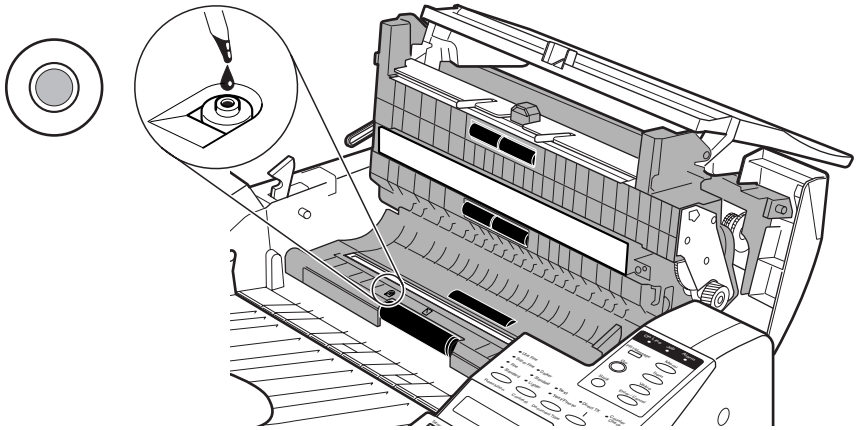
3 **While holding the ADF cover open with one hand, use one finger of your other hand to gently push in the black, plastic loop to separate it from the stub on the machine.**



4 **Gently lift the ADF cover up to its full open position.**



5 Locate the stamp pad, and apply only one drop of ink to the stamp ink compartment.



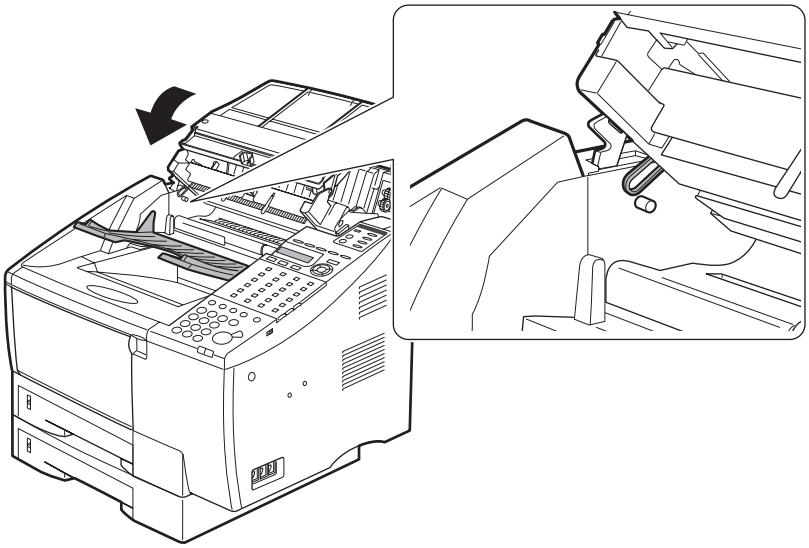
CAUTION

To avoid spilling ink, apply only one drop of ink to the stamp pad.

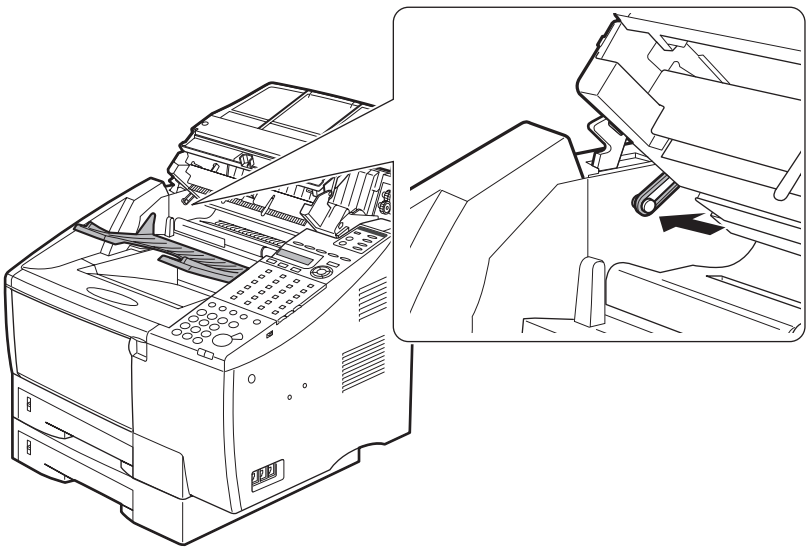
IMPORTANT

- To avoid a malfunction, do not add too much ink, and make sure that the ink does not drip on any other part of the machine.
- Use only Shachihata X Stamper Ink CS-20 Yellow.
- Do not use the stamp feature for at least one hour until the ink is completely soaked up. If you have to send a document, turn 'OFF' the stamp feature for the first hour. (See Chapter 11, "Summary of Important Settings," in the *Facsimile Guide*.)

6 **Lower the ADF cover until the black, plastic loop is even with the stub on the machine.**



7 **Place the end of the black, plastic loop over the end of the stub, so that it stays in place.**



8 **Close the ADF cover, and press down on it slightly until you hear it lock into place. Then, lower the document feeder tray.**

IMPORTANT

Make sure that you put the black, plastic loop back in place when you close the ADF cover.

9 **Connect the power cord of the main unit to the power source.**

Troubleshooting

7
CHAPTER

This chapter describes what to do in response to a paper jam in the main unit, an error code, or error message display.

Clearing Document Feed Jams 7-2
Initializing the Automatic Document Feeder 7-4
Clearing Printer Feed Jams 7-5
Locating a Paper Jam 7-6
Error Code Table (Listed by Number) 7-16
List of LCD Display Messages (Alphabetical List) 7-18
When Trouble Occurs 7-21
Copying Documents. 7-21
Other Troubles 7-21

Clearing Document Feed Jams

To prevent frequent paper jams during document scanning, always check the pages before you feed them into the machine. (See Chapter 3, “Sending Documents,” in the *Facsimile Guide*.)

If a document is curled or wrinkled, make a copy of the original and scan the copy.

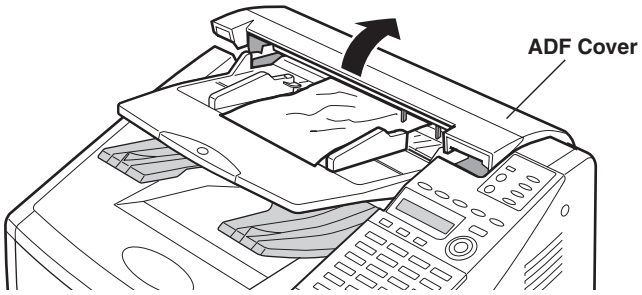
If a paper jam occurs during scanning, the Error lamp blinks red, and the following message appears on the LCD display:

```
CHECK DOCUMENT
```

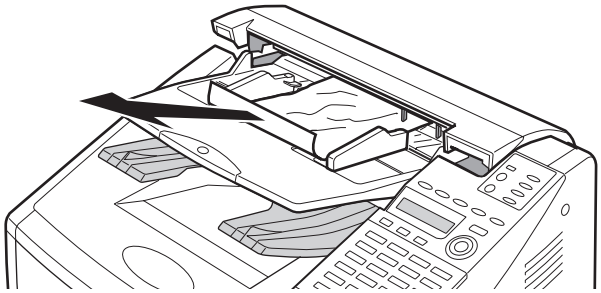
Follow the procedure described below to clear the document feed jam.

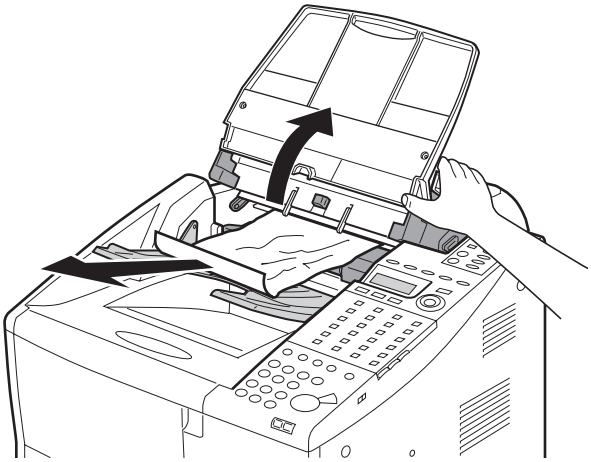
1 **Press [Stop].**

2 **Gently lift the ADF cover.**



3 **Pull the document straight out to remove it.**

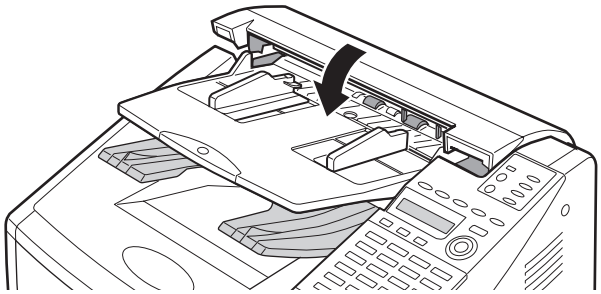




NOTE

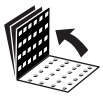
Always open the ADF cover before you attempt to remove a jammed document.

4 **Close the ADF cover, and press down on it gently until you hear it lock into place.**



Initializing the Automatic Document Feeder

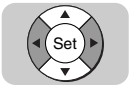
If the document cannot be correctly fed into the automatic document feeder, follow the procedure below to initialize the ADF.



1 **Open all three one-touch speed dialing panels.**

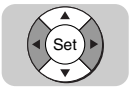
2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



3 **Press [▼] or [▲] until <7.ADJUST/CLEAN> appears → press [Set].**

```
ADDITIONAL FUNCTIONS          ADJUST/CLEAN
 7.ADJUST/CLEAN          →     1.ROLLER CLEANING
```



4 **Press [▼] or [▲] until <2.INITIALIZING ADF> appears → press [Set].**

```
ADJUST/CLEAN                  ADDITIONAL FUNCTIONS
 2.INITIALIZING ADF      →     8.PRINT LISTS
```

The pick up roller inside the ADF is reset to its initial position.

5 **Press [Stop] to return to the Standby mode.**

Clearing Printer Feed Jams

Observe these guidelines when you are inspecting the machine for printer feed jams:

- If the paper jam occurred as a result of a power failure, restore power to the main unit by reconnecting it to the power source before you follow the procedure below.
- Make sure you check all the areas described below because paper jams can occur at more than one location.
- Follow the exact order of the steps below.
- When removing the paper cassettes, remove them gently.

If a paper jam occurs during printing, the Error lamp blinks red, and the following message appears on the LCD display:

```
REC. PAPER JAM
```

CAUTION

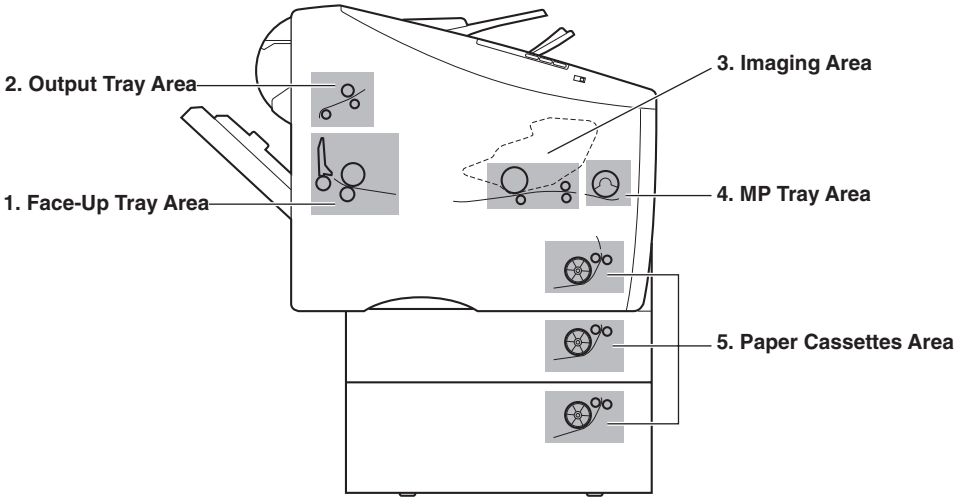
The toner fixing area becomes very hot. Do not touch any parts in the fixing area when you are clearing a paper jam.

IMPORTANT

Wash off any toner from your hands or clothing immediately with cold water.

Locating a Paper Jam

A paper jam can occur in any of the following locations shown below. You should check each location for jammed paper, and remove it carefully. If a paper jam occurs in any of the areas shown below, use the table to direct you to the proper section to help you clear the jam.



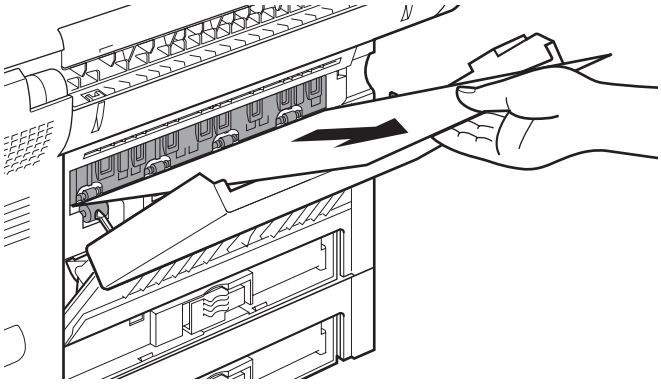
Area	Page
1. Face-Up Tray Area	7-7
2. Output Tray Area	7-8
3. Imaging Area	7-11
4. MP Tray Area	7-13
5. Paper Cassettes Area	7-14

IMPORTANT

Paper jams can occur in more than one location at a time, so ensure that all locations indicated in the illustration are checked.

Face-Up Tray Area

1 Gently pull out the jammed paper.



IMPORTANT

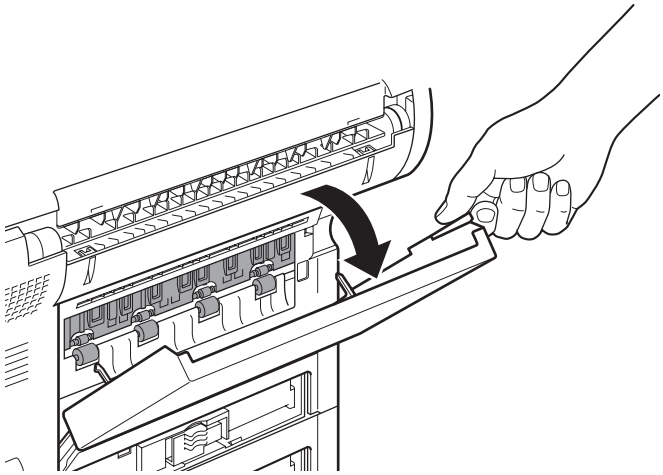
- If the jammed paper cannot be easily removed, do not force it out. This happens when the trailing edge of the paper is still within the paper feed area. Follow the procedure from step 2 on p. 7-8 (“Output Tray Area”) to remove the jammed paper.
- The pressure from the pressure roller must be released before removing the paper. To do this, follow steps 1 through 3 on p. 7-11 (“Imaging Area”) to hold the green label, and flip the transfer guide up. Then, try removing the jammed paper from this area. After removing the paper, gently guide the transfer guide back to its original position.

NOTE

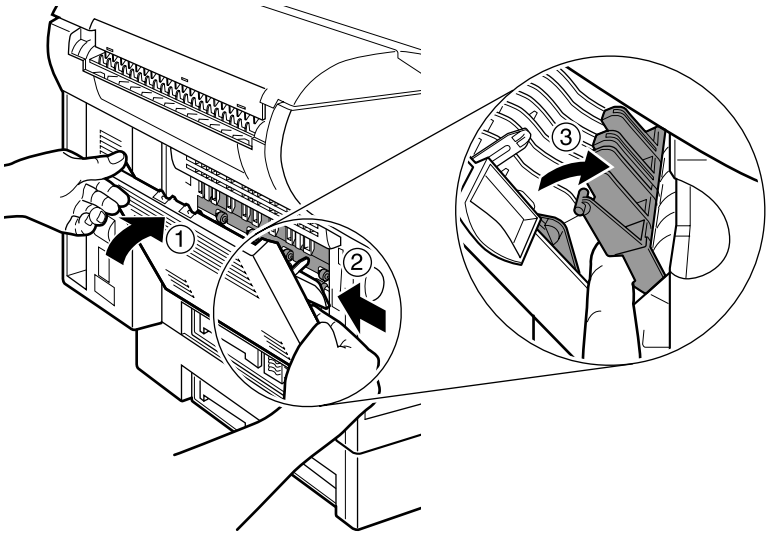
If you cannot see the paper, check the imaging area. (See “Imaging Area,” on p. 7-11.)

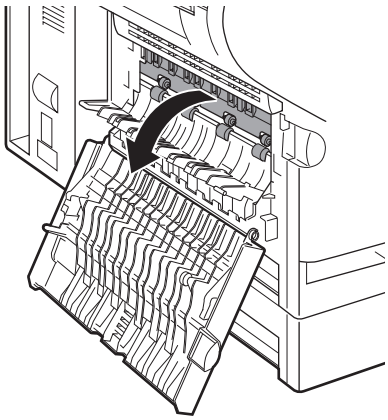
Output Tray Area

1 **Open the face-up tray.**



2 **Hold up the face-up tray slightly ① to release the lock pin ② ③ which is located on the right side of the tray.**





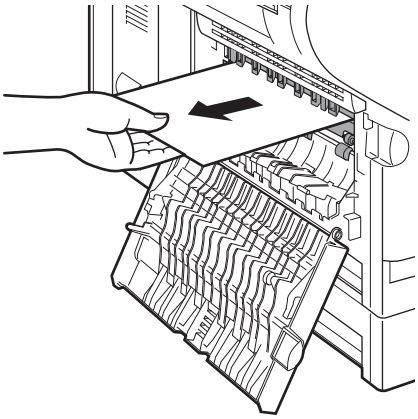
NOTE

When you release the lock pin on the face-up tray, be sure to firmly hold the face-up tray and lower it down slowly.

3 Remove the jammed paper.

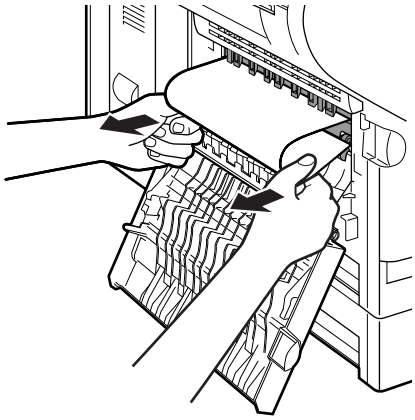
- **If you can see the edge of the paper:**

  ❏ Gently remove the jammed paper.

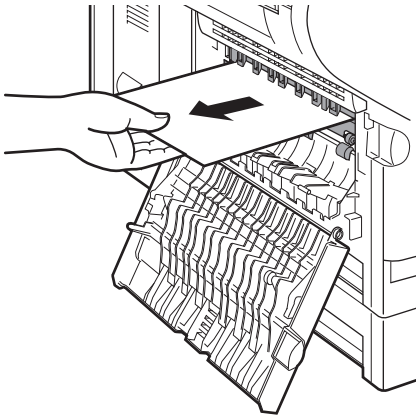


● **If you cannot see the edge of the paper:**

❑ Pull the paper up using both hands.



❑ After the paper's edge has rolled out, pull the paper forward carefully.

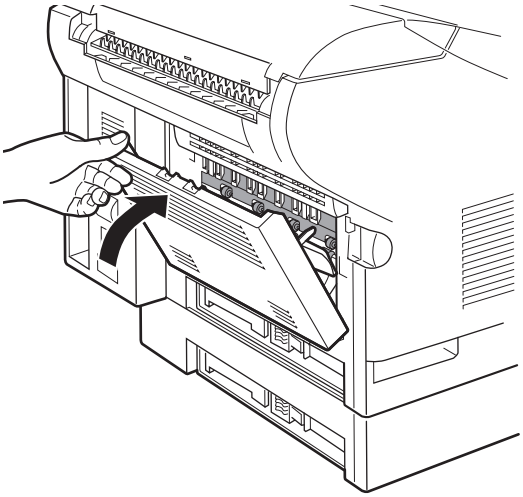


IMPORTANT

- If you cannot see the paper, check the imaging area. (See "Imaging Area," on p. 7-11.)
- The pressure from the pressure roller must be released before removing the paper. To do this, follow steps 1 to 3 on p. 7-11 ("Imaging Area") to hold the green label, and flip the transfer guide up. Then, try removing the jammed paper from this area. After removing the paper, gently guide the transfer guide back to its original position.

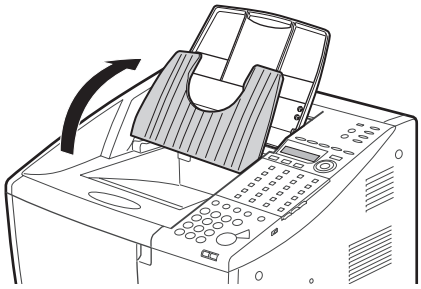
4 Close the face-up tray.

The hooks automatically catch the lock pins.

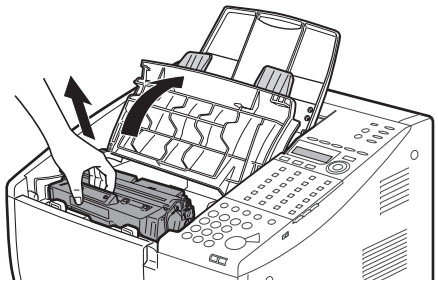


Imaging Area

1 Lift the document feeder tray and document output tray.



2 Open the printer cover, and remove the toner cartridge.



IMPORTANT

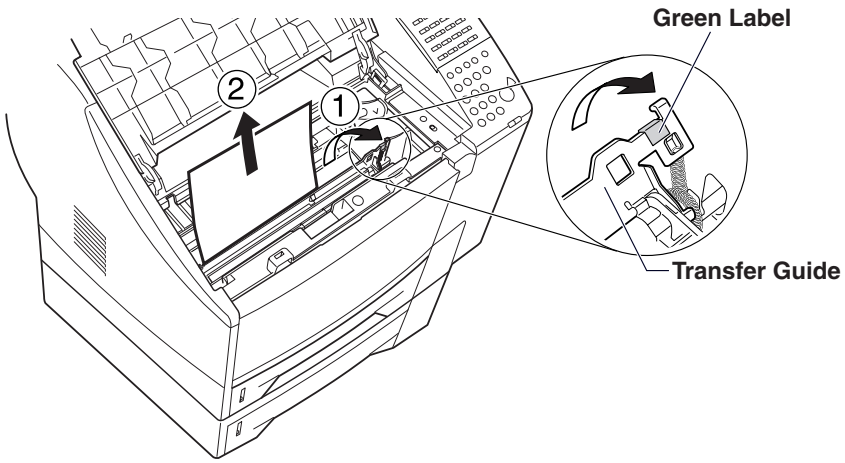
- Store the toner cartridge in its original protective bag to avoid exposure to light.
- Be sure to open the printer cover to its full extent.

3 If you see the edge of the jammed paper in the imaging area, remove the paper by pulling it slowly.

4 If you see the edge of the paper under the transfer guide, then while holding the green label, flip the transfer guide up ①, and gently ease the edge of the paper away from the guide ②.

If you do not see the edge of the paper, flip the transfer guide up holding it by the green label, and remove the jammed paper.

After the paper's back edge has come out, slowly pull the paper forward and out of the main unit.



CAUTION

The toner fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the toner fixing unit and its surroundings, as doing so may result in burns or electrical shock.

IMPORTANT

When removing the jammed paper, be careful not to touch the transfer charging roller. If the roller becomes dirty, the print quality deteriorates.

MP Tray Area

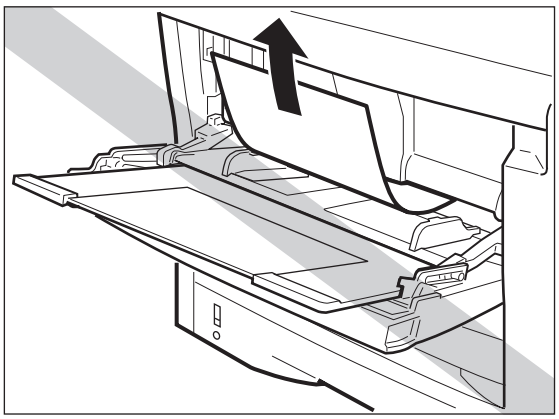
1 If a paper jam occurs in the MP tray area, follow the procedure for clearing the paper jam in the Imaging area.

For details on clearing a paper jam in the Imaging area, see “Imaging Area,” on p. 7-11.

2 If you cannot easily reach the paper to clear the jam, slowly pull the jammed paper out from the front.

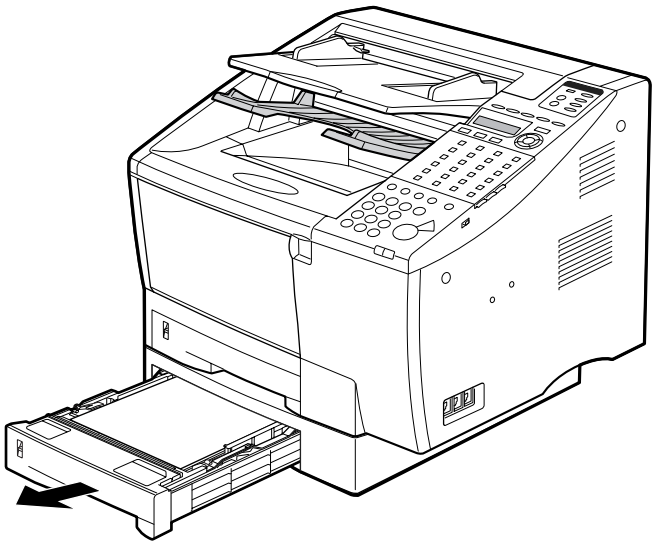
IMPORTANT

Do not pull the jammed paper upwards when removing it from the main unit. This could damage the paper sensor.



Paper Cassettes Area

1 Remove the paper cassette.



- **If you can see the edge of the paper:**
  - ❏ Locate the jammed paper inside the main unit, and gently pull it out.

NOTE
If the paper does not come out easily, or you cannot grasp the edge of the paper easily, do not force it out. Proceed to step 2.

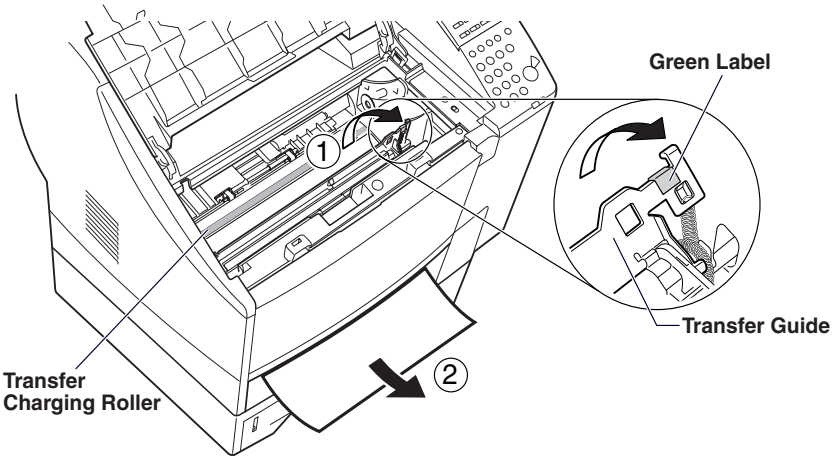
- **If you cannot see the edge of the paper:**
  - ❏ Proceed to step 2.

2 Lift the feeder tray and output tray, open the printer cover, and remove the toner cartridge.

For details, see steps 1 and 2 of “Imaging Area,” on p. 7-11.

IMPORTANT
Store the toner cartridge in its original protective bag to avoid exposure to light.

3 While holding the green label, flip the transfer guide up ①, and slowly pull the paper out from below ②.



CAUTION

The toner fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the toner fixing unit and its surroundings, as doing so may result in burns or electrical shock.

IMPORTANT

- When removing the jammed paper, be careful not to touch the transfer charging roller. If the roller becomes dirty, the print quality deteriorates.
- After removing the jammed paper, make sure you insert the paper cassette all the way into the main unit until it locks into place.

NOTE

After removing the paper, gently guide the transfer guide back to its original position.

Error Code Table (Listed by Number)

Errors in reports are recorded as numbers because there is not enough space to print a detailed description of the error in the report. When errors are recorded in reports, note the error code number, and check it against the table below to learn more about what caused the error and how to remedy it. Try to solve the problem following the procedure described as "Remedy." If you cannot find the corresponding error code below, refer also to Chapter 13, "Troubleshooting," in the *Facsimile Guide*.

#0001

Cause	A document may be jammed in the ADF (Automatic Document Feeder).
Remedy	Remove the jammed document and try again. (See "Clearing Document Feed Jams," on p. 7-2.)

#0003

Cause	The document is longer than 39 3/8" (1 meter).
Remedy	Make a reduced copy of the document with a copy machine, then send the copy. You can also cut the document, and paste it onto smaller sheets of paper. (See Chapter 14, "Appendix," in the *Facsimile Guide*.)

#0009

Cause 1	The paper cassette on your machine is out of paper.
Remedy	Refill the paper cassette, and make sure the paper stack is below the tabs. (See "Loading Paper into the Paper Cassettes," on p. 1-40.)
Cause 2	If the paper cassette is still loaded with paper, the paper cassette may not be installed correctly.
Remedy	Check all paper cassettes, and make sure they are installed correctly.
Cause 3	Recording paper may have jammed inside the paper cassette.
Remedy	Check the paper cassette, and clear the paper jam. (See "Clearing Printer Feed Jams," on p. 7-5.)

##0322 to ##0330

Cause	A fatal error has occurred.
Remedy	Contact your local authorized Canon dealer where you purchased your Canon product for assistance.

List of LCD Display Messages (Alphabetical List)

This section explains a list of messages that appear on the LCD display when a problem occurs in the machine.

CHECK DOCUMENT

Cause A document page may be jammed or may not have been fed correctly by the ADF (Automatic Document Feeder).

Remedy 1 Clear the paper jam, and try placing the document again. (See “Clearing Document Feed Jams,” on p. 7-2.)

Remedy 2 If the document does not feed correctly, clean the rollers. (See “Cleaning the Scanning Area,” on p. 6-14.)

CHECK PRINTER

Cause Printer malfunction.

Remedy Press [Stop]. Disconnect the machine from its power source, wait a few minutes, then connect the power cord to the power outlet. If the machine is connected to a UPS (Uninterruptable Power Supply), disconnect the power cord, and plug into an AC outlet. If the message remains on the LCD display and the machine does not return to the Standby mode, call your local authorized Canon dealer.

CHECK PRINTER COVER

Cause The printer cover is not closed completely.

Remedy Check the printer cover, and make sure that it is completely closed. Make sure a toner cartridge is installed, and resting properly underneath the printer cover.

DOCUMENT TOO LONG

Cause The document is longer than 39 3/8" (1 meter).

Remedy Make a reduced copy of the document with a copy machine, then send the copy. You can also cut the document, and paste it onto smaller sheets of paper. (See Chapter 14, “Appendix,” in the *Facsimile Guide*.)

ENTER DEPT. ID

Cause	Department ID restriction has been set.
Remedy	You have to enter the Department ID and password (if set) in order to operate the machine.

HANG UP PHONE

Cause	The transaction has completed, but the handset is not sitting completely on its cradle.
Remedy	Make sure the handset is sitting completely on its cradle.

MEMORY FULL PLEASE WAIT

Cause	The memory is full.
Remedy	Wait until the current document transmission is complete.

OUTPUT TRAY FULL

Cause	The output tray is full of paper.
Remedy	Pick up the printed pages in the output tray.

PRT ALT. PAPER SIZE? YES=(*) NO=(#)

Cause	The size of the available recording paper loaded in a paper cassette does not match the size of the document waiting to be printed.
Remedy 1	If you do not mind printing the document on a different paper size, press [*].
Remedy 2	If you want to print on the correct paper size, press [Stop] → load the correct size paper → press [Start].

REC. PAPER JAM

Cause	Paper has jammed in a paper cassette or inside the printer.
Remedy	Clear the paper jam. (See “Clearing Printer Feed Jams,” on p. 7-5.)

REPLACE CARTRIDGE

Cause	The toner cartridge has run out of toner.
Remedy	Replace the toner cartridge. (See “Changing the Toner Cartridge,” on p. 6-3.)

SUPPLY REC. PAPER

Cause Your machine has run out of paper.

Remedy Refill the paper cassettes. (See “Loading Paper into the Paper Cassettes,” on p. 1-40, and “Loading Paper into the MP Tray,” on p. 2-15.)

PRINT LIMIT REACHED

Cause Printing has been restricted.

Remedy Set RESTRICT PRINTING from the DEPT. ID MANAGEMNT menu to ‘OFF’. (See “Turning Restrictions OFF or ON,” on p. 4-10.)

TX LIMIT REACHED

Cause Sending has been restricted.

Remedy Set RESTRICT TX from the DEPT. ID MANAGEMNT menu to ‘OFF’. (See “Turning Restrictions OFF or ON,” on p. 4-10.)

When Trouble Occurs

If an error occurs during operating the machine, or there is an abnormality in the machine, check the following points.

Copying Documents

You cannot copy.

Cause The toner cartridge is out of toner.

Remedy Check the toner cartridge, and if you find it empty, replace it with a new one. (See “Changing the Toner Cartridge,” on p. 6-3.)

Copied documents are cut at the margins.

Cause The selector guides on the paper cassettes or the MP tray are not set with the correct width of the paper loaded.

Remedy Adjust the selector guides to the width of the paper loaded. (See “Assembling the Machine,” on p. 1-35.)

Other Troubles

The documents received are not printed out.

Cause 1 The paper cassettes are not set correctly into the machine.

Remedy Insert the paper cassettes all the way into the main unit until they lock into place. (See “Loading Paper into the Paper Cassettes,” on p. 1-40.)

Cause 2 The machine is in the Memory Reception mode.

Remedy Turn ‘OFF’ the Memory Lock.

Appendix

8
CHAPTER

This chapter describes the specifications of the machine and includes the index.

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- General 8-2
- Power 8-3
- Operating Environment 8-3
- Weight 8-4
- Dimensions 8-4
- Printing Area 8-5

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Specifications

Specifications are subject to change without notice for product improvement or future release.

General

Item	Specification
Sheet Size	Max. width 11" (279 mm) Min. width 5 7/8" (148 mm)
ADF (Automatic Document Feeder) Capacity	50 sheets of letter or A4 pages 20 sheets of legal, B4, or 11" x 17" pages
Effective Scanning Image Size	LASER CLASS 710/730i Width: (letter or legal) 10" (254 mm) LASER CLASS 720i Width: 8 1/2" (214 mm)
Recording Paper Size	Width: (letter or legal) 8 5/8" (216 mm), or (A4) 8 3/8" (210 mm)
Paper Capacity	MP (Multi-Purpose) tray: Approximately 100 sheets (letter, legal, executive, A4, A5, B5, Postcard, DBL P/CD, COM 10, Monarch, DL, ISO-B5, or ISO-C5) (21 lb or 80 g/m^2) Paper Cassettes (LASER CLASS 710/730i only) Approximately 250 sheets for each (letter, legal, executive, A4, A5, or B5) (21 lb or 80 g/m^2) Paper Cassette (LASER CLASS 720i only) Approximately 250 sheets (letter, legal, or A4) (21 lb or 80 g/m^2)
Compatibility	G3
Modem Speed	33.6, 31.2, 28.8, 26.4, 24, 21.6, 19.2, 16.8, 14.4, 12, 9.6, 7.2, 4.8, or 2.4 Kbps
Memory	Standard: 500 pages[*1] approximately Upgrade Option: maximum 1,500 pages[*1] approximately
LCD (Liquid Crystal Display)	2 lines 20 characters per line

Item	Specification
Data Compression System	MH (Modified Huffman), MR (Modified READ), MMR (Modified Modified READ), and JBIG*2 (Joint Bi-level Image experts Group)
Transmission Time	G3 Mode: V.34 + JBIG: Approximately 3 seconds*3/page*1 ECM - MMR: Approximately 6 seconds/page*1 MR Standard Mode: Approximately 12 seconds/page*1 MH Standard Mode: Approximately 15 seconds/page*1
Scanning Line Density	G3 Mode: Standard: 8 dots/mm x 3.85 lines/mm Fine: 8 dots/mm x 7.7 lines/mm Super Fine: 8 dots/mm x 15.4 lines/mm Ultra Fine: 16 dots/mm x 15.4 lines/mm (interpolated)
Toner Cartridge	Canon FX7 Toner Cartridge

*1 Based on CCITT/ITU-T No. 1 Chart (Standard Mode).
*2 JBIG is a new ITU-T standard image data compression method. JBIG's compression method allows data to be compressed more efficiently than MMR, a conventional compression method. JBIG is especially effective when transmitting halftone image documents. The smaller data size requires less transmission time, thereby saving you time and money.
*3 Approximately 3 seconds per page is the fax transmission time based on CCITT/ITU-T No.1 Chart, (JBIG or Standard Mode) at 33.6 Kbps modem speed.

Power

Item	Specification
Power Source	120 V/60 Hz
Battery Backup	12 hours (This length of time will become shorter through repeated charging and discharging of the backup battery, or if you install the optional memory.)
Power Consumption	Standby mode: Approximately 15 W at 77°F (25°C) Operation: Approximately 480 W; approximately 980 W max. Energy Saver mode: Approximately 5 W

Operating Environment

Item	Specification
Temperature	50°F to 90.5°F (10°C to 32.5°C)
Humidity	20% to 80% RH (Relative Humidity)

Weight

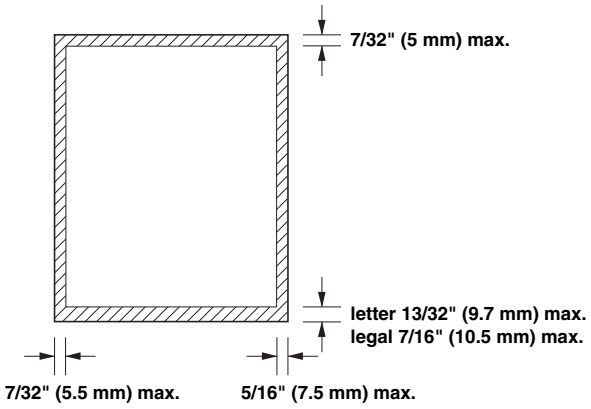
Item	Specification
LASER CLASS 710	Approximately 52 lb 15 oz (24 kg)
LASER CLASS 720i	Approximately 48 lb 8 oz (22 kg)
LASER CLASS 730i	Approximately 55 lb 2 oz (25 kg)

Dimensions

Item	Specification
LASER CLASS 710/730i	Without Handset 19 3/4" (W) x 19 3/4" (D) x 18 1/8" (H) (499 mm (W) x 499 mm (D) x 459 mm (H)) With Handset 22 1/2" (W) x 19 3/4" (D) x 18 1/8" (H) (569 mm (W) x 499 mm (D) x 459 mm (H))
LASER CLASS 720i	Without Handset 19 3/4" (W) x 19 3/4" (D) x 15" (H) (499 mm (W) x 499 mm (D) x 379 (H)) With Handset 22 1/2" (W) x 19 3/4" (D) x 15" (H) (569 mm (W) x 499 mm (D) x 379 (H))

Printing Area

Note that the machine cannot print completely from one edge of the paper to the other. There is a margin around the paper, and the size of the margin differs slightly with the paper size.



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